

Budget Proposal

Title of the Programme:

Sl. No.	Item	Amount (Rs)
1.	Honorarium for the Resource Persons	
2.	Accommodation (including food) for the Resource Persons	
3.	Refreshment (includes morning & evening tea/ snacks, lunch for participants/resource persons)	
4.	Stationery (File Folder, Notepad and Pen for the Participants)	
5.	Publicity Materials (Banners, Photography, Printing of Certificates, etc.)	
6.	Travel Expense of Resource Persons including Local Conveyance	
7.	Contingency (including other organizing expenses, venue arrangements, etc.)	
	Total	

Name & Signature of the Programme Co-ordinator

Name and Signature of Head of Institution

Date:

Place:

Office Seal