

CIPD

সিআইপিডি

(Centre for Integrated Programme and Development)

(দরিদ্র ও সুবিধাবঞ্চিত জনগোষ্ঠীর আর্থ-সামাজিক উন্নয়নে আত্ম-নিবেদিত সংস্থা)

সূত্রঃ

প্রকল্প/সিআইপিডি/স/২৪১(২)০৭

তারিখ : ৭/১১/১৭

To

The Chief Community Empowerment Programme
CHTDF-UNDP
Rajbari Road, Rangamati, Bangladesh

Subject: Submission of "Completion Report" of Alokita project;

Dear Sir,

I would like to inform you that we have completed all activities of the Alokita project by 31 October 2017 as per project period successfully. Now I would like to submit the "Completion of Report" of the project in prescribed form with all necessary annexes. We would be obliged to you for receiving the report.

Thanking you for your kind cooperation in the above matters.

Sincerely yours,


(Janalal Chakma) Lal Chakma
Chief Executive Officer
Center for Integrated Programme
and Development (CIPD)
Rangamati.

Annexes:

1. Financial Expenditure Report
2. Training Report

- Received
BB Chakma
07/11/2016
- Required:
- (1) Soft copies of the report
 - (2) Grants tracking update
 - (3) Training sheet update
 - (4) Beneficiary tracking update
 - (5) Updated training Report
 - (6) Hard copies of Grants transfer documents, procurements, etc. master roll etc.
 - (7) Audit report.

BB Chakma