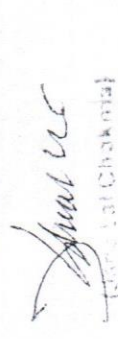


### Deliverables Progress Report

Project Period: 16 October 2016 to 16 August 2017  
Reporting Period: 16 October 2016 to 31 July 2017 Extended Period till 31 October-2017  
Reporting Date: 02/11/2017

District: Rangamati

Upazila: Belaichan	Activity Description	Unit Description	Deliverable Target	Achievement upto last month (September-2017)	Achievement in this month (31 October, 2017)	Cumulative Achievement (E + F)	% of Achievement (G/D*100)	Remarks
		C	D	E	F	G	H	I
	<b>Signing MoU set up office &amp; Recruitment of project staff</b>	Meeting	1	1		1	100%	
	1 Day long Project staffs foundation training on project implementation strategy	Meeting	1	1		1	100%	
	1 Day long orientation program on overall project goal, objective and implementation strategy for LSPs	Meeting	1	1		1	100%	
	Conduct a HHs survey in the project area. (questionnaire, stationary, printing, compilation, etc.)	Survey	1					
	Project launching workshop at the Upz. level to be participated by stakeholders at the Upz.t level.	Meeting	1	1		1	100%	
	Orientation & formation of PLDC's	Meeting	13	13		13	100%	
	Selection of Households(HHs)	Survey	595	595		595	100%	
	Formation of Package Wise	Training	30	30		30	100%	
	Monthly Staff Coordination Meeting	Meeting	12	10		11	92%	
	Conduct quarterly coordination meeting with PLDC	Meeting	4	4		4	100%	
	To provide 15 skill training on crops to the targeted HHs	Training	15	15		15	100%	
	To provide 15 skill training on Livestock	Training	15	15		15	100%	
	Provide grant equivalent 14000 BDT for package of livelihood, livestock & mixed package to 595 hhs.	HHs	595	595		595	100%	
	Training on repair and maintenance of power pump (10) persons in each training)	Training	1	1		1	100%	
	Training on repair and maintenance of tube well (20) persons in each training)	Training	1	1		1	100%	
	Provide 7 water pump machines with a capacity of 4 HP to PLDC (App. 25000 BDT for each machine)	Pump Machine	7	7		7	100%	
	Provide 15 nos. tub well renovation/ Installation (App) 25000 BDT per tube well	tub well	15	7	8	15	100%	
	Provide 13 nos. Tool Kits Box for 13 locals for maintenance of Tube well and water pump. BDT 5000 each tool kits box	Kit Boxes	13	13		13	100%	
	Protect Closing Ceremony(New Extensional Period Approved)	Meeting	1	0	1	1	100%	
	Office Rent	Office Rent	12	11	1	12	100%	
	<b>Total</b>		1311	1311	8	1332	100%	

  
 Dayal Kanti Chakma  
 Project Coordinator  
 ALOKITA Project, CIPD, Belaichan, Rangamati

Prepared by: Dayal Kanti Chakma  
 Project Coordinator  
 ALOKITA Project, CIPD, Belaichan, Rangamati



Centre for Integrated Programme and Development (CIPD)

Supported by: UNDP-CHTDF

PROJECT: ALOKITA

District: Rangamati

Reporting Period: 16 October, 2016 - 31 October-2017

Part-i (Receipts & Payments)

Date: 02/11/2017

Receipts		Payments			Remarks
Date	Particular of Receipts	Amount(BDT)	Code No	Particular of Payments	
	Cash in Hand	-	1.01	Day Long project staff foundation training on procece emplementantation strategy	12,095
	Cash at Bank	-	1.02	day Long orientation program on overall project goal, objective and implementation strategy for LSPs.	14,658
14/12/2016	1st instalment:BDT -Received From UNDP- CHTDF	1,612,900	1.03	Conduct a HHs survey in the project area;(Questionaire, stationary, printing, complitation,etc.)	24,750
31/12/2016	Bank Interest	1,867	1.04	Project launching workshop at the Upz. Level to be participated by stakeholders at the Upz. Level.	29,578
26/02/2017	Loan From CIPD	27,770	1.05	Orientation & formation of PLDs	32,306
26/02/2017	Contribution From CIPD	62,230	1.06	Monthly staff coordination meeting	33,290
29/06/2017	2nd instalment: BDT -----Received From UNDP- CHTDF	8,745,950	1.07	Conduct quarterly coordination meeting with PLDCs	42,000
31/07/2017	Bank Interest till Date	4,047	1.08	To provide 15 skill training on crops to the targeted HHs	182,685
13/09/2017	3rd installment: BDT -----	921,150	1.09	To provide 15 skill training on Live-stock.	182,685
			1.10	Provide grant equivalent 14000BDT for package of livelihood, livestock & mixed package to 523 HHs	7,322,000
			1.11	Training on repair and maintenance of power pump (10) persons in each training.	10,000
			1.12	Training on repair and maintenance of tube well (20) persons in each training.	13,850

Additional Exp: Tk. 27600 Contributed by CIPD

Finance & Admin Officer  
ALOKITA Project, CIPD  
Rangamati

Project Coordinator  
ALOKITA Project, CIPD  
Rangamati



Receipts		Payments		Remarks	
Date	Particular of Receipts	Amount(BDT)	Code No		Particular of Payments
			1.13	Provide 7 water pump machines with a capacity of 4 HP to PLDC(App. 25000 BDT for each Machine	133,000
			1.14	Provide 15 nos. tube well renovation/Installation(App.) 25000 BDT per tube well.	375,000
			1.15	Provide 13 nos. tool Kits Box for 13 paras for Maintenance of tube well and water pump, BDT 2500 each tool kits Box	45,235
			1.16	Followup Meeting With PLDC(New Head for Extended Period)	9000
			1.17	Project Closing Ceremony (New Head for Extended Period)	24,000
			2	<b>Human Resources, Operational and Management:</b>	
				<b>Salaries &amp; benefits:</b>	
			2.1.1	Chief Executive Officer- Partial	120,323
			2.1.2	Project coordinator	296,639
			2.1.3	Technical Officer (Agriculture)	230,645
			2.1.4	Technical Officer ( Livestock)	31,500
			2.1.5	Finance & Admin Officer	172,984
			2.1.6	Community Facilitators (6)	708,774
			2.1.7	Local Service Providers (LSP-Partial)(16)	461,296
			2.1.9	Support staff	72,000
			2.02	Travel and DSA	
			2.2.1	Chief Executive officer	36,097
			2.2.2	Project coordinator	36,097
			2.2.3	Technical officer (Agriculture)	23,065
			2.2.4	Technical Officer ( Livestock)	
				Finance & Admin Officer(New Head for Extended Period)	5,000
			2.2.5	Community Facilitators	81,096
			2.2.6	Local Service Providers	92,256
			2.03	<b>Local Office Operations/Action Cost</b>	
			2.3.1	Office rent (Upz. Office -1)	55,200

*[Signature]*  
Finance & Admin Officer

*[Signature]*  
Project Coordinator  
ALOKA PROJECT OFFICE

*[Signature]*  
Project Officer  
ALOKA PROJECT OFFICE



Receipts		Payments		Remarks
Particular of Receipts	Amount(BDT)	Code No	Particular of Payments	
		2.3.2	Monthly Mobile Allowance for staff, (CO-300Tk, PC 300Tk, TO*2=400Tk, CF-200*6=1200Tk, LSP15=100*16=1600Tk)	39,739
		2.3.3	Internet Cost	8,386
		2.3.4	Utilities (Electricity, Gas, Water, Clearing)	13,762
		2.3.5	Stationary, Photocopy and Printing	22,072
		2.3.6	Bank Charge (Total)	7,732
		2.3.7	Computer And Accessories	49,090
		2.3.8	UPS	6,500
		2.3.9	Digital Camera	36,900
		2.3.10	Scanner	40,000
		2.3.11	Printer	16,600
		2.3.12	Fan	7,500
		2.3.13	Crockeries	5,737
		2.3.14	Executive Chair	18,450
		2.3.15	Table	25,090
		2.3.16	Plastic Chair	10,000
		2.3.17	Chair (Ordinary)	10,680
		2.3.18	File Cabinet	29,500
		2.3.19	Loan Payment	27,770
			<b>Total Expenses (W)</b>	<b>11,284,612</b>
			Provision for project Expenses (X)	76,000
			Cash in Hand (Y)	
			Cash at Bank (Z) Sonali Bank, New Court Building Branch A/C, Rangamati	14,349
			Cash at Bank (Z1) Sonali Bank, Belachari Branch. A/C	953
			Advance against Program Expenses	
			<b>Total (W-X+Y+Z)</b>	<b>11,375,914</b>
			Provision for project Expenses (X) Audit fee Tk.30000 & Final Report Printing Tk 46000	

Approved by 

Checked by   
 Project Coordinator  
 Planning, Budgeting and  
 Evaluation Department

Prepared by   
 Finance & Admin Officer



# Centre for Integrated Programme and Development (CIPD)

Supported By: UNDP-CHTDF

Project: ALOKITA

District: Rangamati

Reporting Period: 16 October, 2016 - 31 October, 2017

Reporting Date: 02/11/2017

## Part-2 (Budget Variance/Expenditure)

S.N	Head of Budgeted Expenditure	Approved Budget	Recived Amount	Expenditure (2)			Unspent Balance (3=1-2)	Remarks
				Up to contact period d/m/y	Current Period (31 October-2017)	Total		
1	<b>Grants support</b>							
1.01	Day Long project staff foundation training on projece emplementantation strategy	12,250	12,250		12,095	12,095	155	
1.02	day Long orientation program on overall project goal, objective and implementation strategy for LSPs.	15,000	15,000		14,658	14,658	342	
1.03	Conduct a HHs survey in the project area;(Questionaire, stationary, printing, compitation,etc.)	25,000	25,000		24,750	24,750	250	
1.04	Project launching workshop at the Upz. Level to be participated by staksholders at the Upz. Level.	30,000	30,000		29,578	29,578	422	
1.05	Orientation & formation of PLDs	32,500	32,500		32,306	32,306	194	
1.06	Monthly staff coordination meeting	32,000	32,000		33,290	33,290	(1,290)	For Extentional Period
1.07	Conduct quarterly coordination meeting with PLDCs	14,400	14,400		14,400	14,400	-	
1.08	To provide 15 skill training on crops to the targeted HHs	183,750	183,750		182,685	182,685	1,065	

*[Signature]*

Project Coordinator  
ALOKITA Project CIPD  
Rangamati

Finance & Admin Officer



S.N	Head of Budgeted Expenditure	Approved Budget	Received Amount	Expenditure (2)			Unspent Balance (3=1-2)	Remarks
				Up to contact period d/m/y	Current Period (31 October-2017)	Total		
1.09	To provide 15 skill training on Livestock.	183,750	183,750		182,685	182,685	1,065	
1.10	Provide grant equivalent 14000BDT for package of livelihood, livestock & mixed package to 523 HHs	7,322,000	7,322,000		7,322,000	7,322,000	-	
1.11	Training on repair and maintenance of power pump (10) persons in each training.	10,000	10,000		10,000	10,000	-	
1.12	Training on repair and maintenance of tube well (20) persons in each training.	13,850	13,850		13,850	13,850	-	
1.13	Provide 7 water pump machines with a capacity of 4 HP to PLDC(App. 25000 BDT for each Machine	175,000	175,000		133,000	133,000	42,000	
1.14	Provide 15 nos. tube well renovation/Installation(App.) 25000 BDT per tube well.	375,000	375,000		375,000	375,000	-	
1.15	Provide 13 nos. tool Kits Box for 13 paras for Maintenance of tube well and water pump, BDT 2500 each tool kits Box	65,000	65,000		45,235	45,235	19,765	
1.16	Follow up Meeting with PLDC(New Head for Extensional Period Approved)				9,000	9,000	-	
1.17	Project Closing Ceremony (New Head for Extensional Period Approved)				24,000	24,000	-	
1.18	Final Report Printing (New Head for Extensional Period Approved)				46,000	46,000	-	Provision Expenses
Sub Total of Programme support cost		8,489,500	8,489,500	-	8,504,532	8,504,532	(15,032)	

Project Coordinator

*[Signature]*

*[Signature]*



S.N	Head of Budgeted Expenditure	Approved Budget	Received Amount	Expenditure (2)			Unspent Balance (3=1-2)	Remarks
				Up to contact period d/m/y	Current Period (31 October-2017)	Total		
2	Human Resources, Operational and Management:							
2.01	Human Resources,							
2.1.1	Salaries & benefits:							
2.1.2	Chief Executive officer- Partial	100,000	100,000		120,323	110,323	(10,323)	For Extensional Period
2.1.3	Project coordinator	250,000	250,000		296,639	296,639	(46,639)	
2.1.4	Technical Officer (Agriculture)	200,000	200,000		230,645	230,645	(30,645)	
2.1.5	Technical Officer ( Livestock)	200,000	200,000		31,500	31,500	168,500	
2.1.6	Finance & Admin Officer	150,000	150,000		172,984	172,984	(22,984)	
2.1.7	Community Facilitators (6)	720,000	720,000		708,774	708,774	11,226	
2.1.8	Local Service Providers (LSP- Partial)(16)	400,000	400,000		461,296	461,296	(61,296)	
2.1.9	Support staff	80,000	80,000		72,000	72,000	8,000	For Extensional Period
2.02	Travel and DSA							
2.2.1	Chife Executive officer	30,000	30,000		36,097	36,097	(6,097)	
2.2.2	Project coordinator	30,000	30,000		36,097	36,097	(6,097)	
2.2.3	Technical Pfficer (Agriculture)	20,000	20,000		23,065	23,065	(3,065)	
2.2.4	Technical Officer ( Livestock)	20,000	20,000				20,000	
2.2.5	Community Facilitators	90,000	90,000		81,096	81,096	8,904	
2.2.6	Local Service Providers	80,000	80,000		92,256	92,256	(12,256)	
2.2.7	Finance & Admin Officer(New Head for Extensional Period Approved)				5,000	5,000		
2.03	Local Office Operations/Action Cost							
2.3.1	Office rent (Upz. Office -1)	50,000	50,000		55,200	55,200	(5,200)	For Extensional Period
2.3.2	Mobile allowance for staff, (CO-300Tk, PC-300Tk, TO*2=400Tk, CF-200*6=1200Tk, LSP15=100*16=1600Tk)	38,000	38,000		39,739	39,739	(1,739)	For Extensional Period
2.3.3	Internet Cost	10,000	10,000		8,385	8,385	1,614	
2.3.4	Utilities(Electricity, Gas, Water,Cleaning)	30,000	30,000		13,762	13,762	16,238	


*Shul*  
Finance & Admin Officer


*Shul*  
Project Coordinator  
Project: CPD

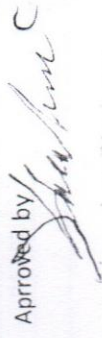
*Shul*



S.N	Head of Budgeted Expenditure	Approved Budget	Received Amount	Expenditure (2)			Unspent Balance (3=1-2)	Remarks
				Up to contact period d/m/y	Current Period (31 October-2017)	Total		
2.3.5	Stationary, Photocopy and Printing	30,000	30,000		22,072	22,072	7,928	
2.3.6	Bank Charge	3,500	3,500		7,732	7,732	(4,232)	According to bank statement
2.3.7	Computer And Accessories <sup>9</sup> With caring charge	45,000	45,000		45,000	45,000	-	
2.3.8	UPS	7,000	7,000		6,500	6,500	500	
2.3.9	Digital Camera	18,000	18,000		18,000	18,000	-	
2.3.10	Scanner	45,000	45,000		40,000	40,000	5,000	
2.3.11	Printer	12,500	12,500		12,500	12,500	-	
2.3.12	Fan	7,500	7,500		7,500	7,500	-	
2.3.13	Crockeries	6,000	6,000		5,737	5,737	263	
2.3.14	Executive Chair	18,000	18,000		18,000	18,000	-	
2.3.15	Table	18,000	18,000		18,000	18,000	-	
2.3.16	Plastic Chair	10,000	10,000		10,000	10,000	-	
2.3.17	Chair (Ordinary)	12,000	12,000		10,680	10,680	1,320	
2.3.18	File Cabinet	30,000	30,000		29,500	29,500	500	
2.3.19	Audit fee	30,000	30,000		30,000	30,000	-	Provision Expenses
Subtotal 01. Programme support cost		2,790,500	2,790,500		2,766,080	2,766,080	24,420	
Grant total		11,280,000	11,280,000		11,270,612	11,270,612	9,388	Received from Bank as Interest Tk. 5,914. Including this amount Total Unspent Balance is TK. 15302

Prepared by 

Checked by:   
 Project Coordinator  
 ALOKITA Project, CIPD  
 Betlachan, Rangjungat

Approved by   
 Project Coordinator  
 ALOKITA Project, CIPD  
 Betlachan, Rangjungat



**Name of NGO: CIPD**

Address: Roy Bahadur Road, T & T Area, Rangamati

Project Name: ALOKITA

Funded by CHTDF-UNDP

Reporting period: 16th October, 2016 to 31 October, 2017

Bank Reconciliation Report as on 31/10/2017

Reporting Date: 02/11/2017

Account No (1) : 5419703000178

Account No (2) : 200000550

Name of Bank: (1) Sonali Bank Ltd. New court Building Branch, Rangamati

(2) Sonali Bank Ltd. Belaichari Branch, Belaichari Upazilla

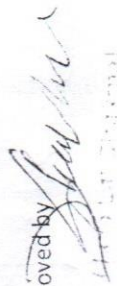
Sl	Date	Chque No	Particulars	Taka	Taka	Remarks
A	31.10.2017		Balance as per Bank (1) statement.....	90,349		
	31.10.2017		Balance as per Bank(2) statement.....	953		
			Total Balance as per Bank (1 & 2) statement.....		91,302	
			Add: Chque recorded to cash book but not yet shown on bank	-	-	
			Salary Refund from GF	-	-	
			Total Balance as per Bank		91,302	
			Add: Bank charges not shown in the ledger	-	-	
				-	-	
			Total		91,302	
			Less: Chques issued but not yet shown on Bank		-	
			Less: Received by bank not shown in the ledger		-	
			Adjusted Bank Balance		91,302	
B	31.10.2017		Balance as per Book Balance		91,302	
C	31.10.2017		Difference if any(A-B)		-	

Prepared by 

Finance & Admin Officer  
ALOKITA Project CIPD  
Belaichari, Rangamati

Checked by: 

Project Coordinator  
ALOKITA Project CIPD  
Belaichari, Rangamati

Approved by 

Project Coordinator  
ALOKITA Project CIPD  
Belaichari, Rangamati





# Sonali Bank Limited

Belaichari Br.Rangamati

## Client Statement

**Date:** 01/10/2017 To 31/10/2017

A/C No: 200000550 Name: Cipd 1 Alokita Jana Lal Chakma 2 Shakka Mitra Tancha Open Date 12/12/2016 Status: Active

A/C Type: Current Account

Ownerid	Name	Father's Name	Mother's Name	Present Address
1	Cipd 1 Alokita Jana Lal Chakma 2 Shakka Mitra Tancha	Birendra	Madabi	Bela Chari

Tran. Date	Tran. Mode	Cheque No.	Description	Debit(Tk.)	Credit(Tk.)	Balance(Tk.)
			B.F.		694.00	694.00
08/10/2017	Transfer			.00	69,784.00	70,478.00
08/10/2017	Transfer	F-50		141.00	.00	70,337.00
15/10/2017	Transfer	2985675		41,984.00	.00	28,353.00
30/10/2017	Transfer	2985676		27,400.00	.00	953.00
			<b>Total:</b>	<b>69,525.00</b>	<b>70,478.00</b>	

