

Deliverables Progress Reporting

Project Period: October'2016 to August'2017


Reporting Month: October'16 to February 2017

Upazilla: Belaichari

District: Rangamati

Sl. No	Activity Description	Unit Description	Deliverable Target	Achievement last month (January - 2017)	Achievement in this month (February 2017)	Cumulative Achievement (E + F)	% of Achievement (G/D*100)	Remarks
A	B	C	D	E	F	G	H	I
1	Sighing MoU Set up office & Recruitment of project staff	Meeting	1	1		1	100%	
2	Day long Project staffs foundation training on project implementation strategy	Training	1	1		1	100%	
3	Day long orientation program on overall project goal, objective and implementation strategy for LSPs	Training	1	1		1	100%	
4	Conduct a HHs survey in the project area; (Questionnaire etc.)	Survey	1	1		1	100%	
5	Project launching workshop at the Upazila level to be participated by stakeholders at the upazila level	Workshop	1	1	0	1	100%	
6	Orientation & Formation of 13 para Livelihood Development Committee(PLDC) to ensure implementation of the project objectives	Training	13	13	0	13	100%	
7	Selection of Housholds (HHs)	Survey	997	997		997	100%	
8	Formation of package wise group for training	Training	30		30	30	100%	
9	Monthly Staff Coordination meeting	Meeting	11	4	1	5	45%	
10	Conduct quarterly coordination meeting of PLDC;	Meeting	4	0	1	1	25%	

Project Coordinator
ALOKITA Project, CIPD
Belaichari, Rangamati.

(Jana Layak) 
Chief Executive Officer
Center for Integrated Programs
and Development (CIPD)

11	Provide grant equivalent 14000 BDT for package of livelihood, livestock & mixed package to 523 HHs	Package grant	997	0	0	0	0	0	0%
12	To Provide 15 skill trainings on quick yielding crops to the targeted HHs 12500 BDT per	Training	15	0	15	15	15	15	100%
13	Provide 15 trainings on prevention of diseases, healthy production of poultry and livestock for better marketing (12500BDT for each training);	Training	15	0	15	15	15	15	100%
14	Provide 7 water pump machine with a capacity of 4 HP power to each PLDCs (App. 20000 BDT for each machine/Tube-well)	Pump Machine	7	0	7	7	7	7	100%
15	Renovation or installation of 15 tube well in the working areas BDT 20000 each	Tube well	15	0	0	0	0	0	0%
16	Organize 1 day long Training on repair and maintenance of Power Pump and Tube well (20 persons in each training)2 events	Training	1	0	0	0	0	0	0%
17	Provide 13 Tool Kits Box for 13 Villages for repair the basic and nominal defected of Tube well and water pump	Kit boxes	13	0	0	0	0	0	0%
			2123				1088		51%

Prepared by : Shakya Mitra Tanchangya

Project Coordinator
ALOKITA Project, CIPD
Belachari, Rangamati.

Approved by : Janalal Chakma

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

Centre for Integrated Programme and Development (CIPD)

Supported by: UNDP-CHTDF

PROJECT: ALOKITA

District: Rangamati

Contract Period: 15th October, 2016-February/2017

Part-1 (Receipts & Payments)

Date: 28/02/2017

Date	Receipts		Payments		Remarks
	Particular of Receipts	Amount(BDT)	Code No	Particular of Payments	
	Cash in Hand	-	1.00	Grants support to VCF communities	
	Cash at Bank	-	1.01	Day Long project staff foundation training on projece emplementation strategy	12,095
			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, compitation, etc.)	24,750
	2nd instalment: BDT -----	-	1.04	Project launching workshop at the Upz. Level to be participated by staksholders at the Upz. Level.	29,578
	3rd Instalment: BDT -----	-	1.05	Orientation & formation of PLDs	32,306
31/12/2016	Bank Interest till Date	1,867	1.06	Monthly staff coordination meeting	11,935
26/02/2017	Contribution From CIPD	62,230			
26/02/2017	Loan From CIPD	27,770	1.07	Conduct quarterly coordination meeting with PLDCs	31,200


(Signature)
 (Jannat Chahama)
 Chief Executive Officer
 Center for Integrated Programme and Development (CIPD)
 Rangamati


(Signature)

Project Coordinator
 ALOKITA Project, CIPD
 Belachari, Rangamati.

Additional Exp: Tk.
 27600 Contributed by
 CIPD

1.08	To provide 15 skill training on crops to the targeted HHs	182,685
1.09	To provide 15 skill training on Livestock.	182,685
1.13	Provide 7 water pump machines with a capacity of 4 HP to PLDC(App. 25000 BDT for each Machine	133,000
2	Human Resources, Operational and Management:	
	Salaries & benefits:	
2.1.1	Chief Executive Officer- Partial	40,000
2.1.2	Project coordinator	95,833
2.1.3	Technical Officer (Agriculture)	70,000
2.1.4	Technical Officer (Livestock)	
2.1.5	Finance & Admin Officer	52,500
2.1.6	Community Facilitators (6)	252,000
2.1.7	Local Service Providers (LSP-Partial(16)	140,000
2.1.9	Support staff	28,000
2.02	Travel and DSA	
2.2.1	Chief Executive officer	12,000
2.2.2	Project coordinator	12,000
2.2.3	Technical officer (Agriculture)	8,000
2.2.4	Technical Officer (Livestock)	
2.2.5	Community Facilitators	24,000
2.2.6	Local Service Providers	28,000
2.03	Local Office Operations/Action Cost	
2.3.1	Office rent (Upz. Office -1)	18,400
2.3.2	Monthly Mobile Allowance for staff, (CO-300Tk, PC-300Tk, TO*2=400Tk, CF-200*6=1200Tk, LSP15=100*16=1600Tk)	12,850
2.3.3	Internet Cost	3,046


 Janshil Chakma
 Chief Executive Officer
 Integrated Program
 Center for Integrated Program
 and Development (CIPD)
 Rajshahi.


 Project Coordinator
 ALOKITA Project, CIPD
 Rajshahi.




	2.3.4	Utilities(Electricity, Gas, Water, Clearing)	5,390	
	2.3.5	Stationary, Photocopy and Printing	9,347	
	2.3.6	Bank Charge	3,558	
	2.3.7	Computer And Accessories	49,090	Additional Exp: Tk. 4090 Contributed by
	2.3.8	UPS	6,500	
	2.3.9	Digital Camera	36,900	Additional Exp: Tk. 18900 Contributed by CIPD
	2.3.10	Scanner		
	2.3.11	Printer	16,600	Additional Exp: Tk. 4100 Contributed by CIPD
	2.3.12	Fan		
	2.3.13	Crockeries	5,737	
	2.3.14	Executive Chair	18,450	Additional Exp: Tk. 450 Contributed by CIPD
	2.3.15	Table	25,090	Additional Exp: Tk. 7090 Contributed by CIPD
	2.3.16	Plastic Chair	10,000	
	2.3.17	Chair (Ordinary)	10,680	
	2.3.18	File Cabinet	29,500	
		Total Expenses (W)	1,678,363	
		Provision for project Expenses (X)		
		Cash in Hand (Y)	3,660	
		Cash at Bank (Z) Sonali Bank, New Court Building	8,289	
		Cash at Bank (Z1) Sonali Bank, Belaichari Branch.	14,455	
		Advance against Program Expenses		
		Total (W-X+Y+Z)	1,704,767	
		Total	1,704,767	

Prepared by 

Checked by: 

Approved by


 (Manoj Chakraborty)
 Chief Executive Officer
 Centre for Integrated Programmes
 and Development (CIPD)

Project Coordinator
 ALOKITA Project, CIPD
 Belaichari, Rangamati.

Centre for Integrated Programme and Development (CIPD)
Supported by: UNDP-CHTDF
PROJECT: ALOKITA

District: Rangamati

Reporting Period: 15th October, 2016 -28 February, 2017
Part-2 (Budget Variance/Expenditure)

Date: 28/02/2017


S.N	Head of Budget: Expenditure	Approved Budget	Received Amount	Expenditure (2)		Total	Unspent Balance (3=1-2)	Remarks
				Up to contact period d/m/y	Current Period (-----)			
1	Grants support							
1.00	Grants support to VCF communities							
1.01	Day Long project staff foundation training on projece emplementation 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	9,600		11,935	11,935	(2,335)	Additional Budget will be Adjustment From 2nd Installment

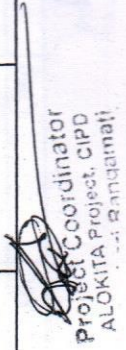
(Signature)

Project Coordinator
ALOKITA Project, CIPD
Balachari Rangamati

(Signature)
(Jana Karmachari)
Chief Executive Officer
Center for Integrated Programme
and Development (CIPD)

1.07	Conduct quarterly coordination meeting with PLDCs	14,400	3,600		3,600	3,600	3,600				
1.08	To provide 15 skill training on crops to the targeted HHs	183,750	-		182,685	182,685	182,685				It was needed to provide training, because, from next installment Grants will be provided to HHs
1.09	To provide 15 skill training on Livestock.	183,750	-		182,685	182,685	182,685				It was needed to provide training, because, from next installment Grants will be provided to HHs
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	-		-	-	-				
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				
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		-	-	65,000				
Sub Total 01: Programme support cost		8,489,500	742,950		627,292	627,292	115,658				
2	Human Resources, Operational and Management:										
2.01	Human Resources,										


 (Jai Prakash Chakrabarti)
 Chief Executive Officer
 Center for Integrated Programme
 and Development (CIPD)
 -Rangamati-


 Project Coordinator
 ALOKITA Project, CIPD
 -Rangamati-

2.1.1	Salaries & benefits:										Salary Paid up to February, Additional salaries & benefits will be Adjustment From 2nd Installment
2.1.2	Chief Executive officer- Partial	100,000	25,000	40,000	40,000	40,000	40,000	40,000	40,000	(15,000)	
2.1.3	Project coordinator	250,000	62,500	95,833	95,833	95,833	95,833	95,833	95,833	(33,333)	
2.1.4	Technical Officer (Agriculture)	200,000	50,000	70,000	70,000	70,000	70,000	70,000	70,000	(20,000)	
2.1.5	Technical Officer (Livestock)	200,000	50,000	-	-	-	-	-	-	50,000	
2.1.6	Finance & Admin Officer	150,000	37,500	52,500	52,500	52,500	52,500	52,500	52,500	(15,000)	
2.1.7	Community Facilitators (6)	720,000	180,000	252,000	252,000	252,000	252,000	252,000	252,000	(72,000)	
2.1.8	Local Service Providers (LSP- Partial(16)	400,000	100,000	140,000	140,000	140,000	140,000	140,000	140,000	(40,000)	
2.1.9	Support staff	80,000	20,000	28,000	28,000	28,000	28,000	28,000	28,000	(8,000)	
2.02	Travel and DSA										Travel And DSA Paid up to February, Additional Travel And DSA will be Adjustment From 2nd Installment
2.2.1	Chife Executive officer	30,000	7,500	12,000	12,000	12,000	12,000	12,000	12,000	(4,500)	
2.2.2	Project coordinator	30,000	7,500	12,000	12,000	12,000	12,000	12,000	12,000	(4,500)	
2.2.3	Technical Officer (Agriculture)	20,000	5,000	8,000	8,000	8,000	8,000	8,000	8,000	(3,000)	
2.2.4	Technical Officer (Livestock)	20,000	5,000	-	-	-	-	-	-	5,000	
2.2.5	Community Facilitators	90,000	22,500	24,000	24,000	24,000	24,000	24,000	24,000	(1,500)	
2.2.6	Local Service Providers	80,000	20,000	28,000	28,000	28,000	28,000	28,000	28,000	(8,000)	
2.03	Local Office Operations/Action Cost										Office rent Paid up to February, Additional Office rent will be Adjustment From 2nd Installment
2.3.1	Office rent (Upz. Office -1)	50,000	15,000	18,400	18,400	18,400	18,400	18,400	18,400	(3,400)	
2.3.2	Mobile allowance for staff, (CO-300Tk, PC-300Tk, TO*2=400Tk, CF-200*6=1200Tk, LSP15=100*16=1600Tk)	38,000	11,400	12,850	12,850	12,850	12,850	12,850	12,850	(1,450)	
2.3.3	Internet Cost	10,000	3,000	3,046	3,046	3,046	3,046	3,046	3,046	(46)	Additional internet Cost will be Adjustment From 2nd Installment
2.3.4	Utilities(Electricity, Gas, Water, Clearing)	30,000	9,000	5,390	5,390	5,390	5,390	5,390	5,390	3,610	
2.3.5	Stationary, Photocopy and Printing	30,000	9,000	9,347	9,347	9,347	9,347	9,347	9,347	(347)	Additional Stationary, Photocopy and Printing cost will be Adjustment From 2nd Installment
2.3.6	Bank Charge	3,500	1,050	3,558	3,558	3,558	3,558	3,558	3,558	(2,508)	According to bank statement

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 Chief Executive Officer
 ALOKITA Project, CIPD

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 Project Coordinator
 ALOKITA Project, CIPD
 Mahanadi


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2.3.7	Computer And Accessories9With caring charge	45,000	45,000		45,000	45,000	45,000	-
2.3.8	UPS	7,000	7,000		7,000	6,500	500	
2.3.9	Digital Camera	18,000	18,000		18,000	18,000	-	
2.3.10	Scanner	45,000	45,000		45,000	-	45,000	
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		6,000	5,737	263	
2.3.14	Executive Chir	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		12,000	10,680	1,320	
2.3.18	File Cabinet	30,000	30,000		30,000	29,500	500	
2.3.19	Audit fee	30,000						
Subtotal 01.Programme support cost		2,790,500	869,950	-	988,841	988,841	(118,891)	
Grant total		11,280,000	1,612,900	-	1,616,133	1,616,133	(3,233)	

Prepared by



Checked by:



Project Coordinator
ALOKITA Project, CIPD
Belachari, Rangamati.

Approved by



(Jana Lal Chakma)
Chief Executive Officer
Center for Integrated Programme
and Development (CIPD)

Name of NGO: CIPD

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

Project Name: ALOKITA

Funded by: CHTDF-UNDP


Reporting period: 15th October, 2016 to February, 2017

Bank Reconciliation Report as on 28/02/2017


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	26.02.2017		Balance as per Bank (1) statement.....	141,289		
	27.02.2017		Balance as per Bank(2) statement.....	14,455		
			Total Balance as per Bank (1 & 2) statement.....		155,744	
			Add: Chque recorded to cash book but not yet shown on bank	-	-	
			Salary Refund from GF	-	-	
			Total Balance as per Bank		155,744	
			Add: Bank charges not shown in the ledger	-	-	
				-	-	
				-	-	
			Total		155,744	
	27/02/2017	3586556	Less: Chques issued but not yet shown on Bank		133,000	
			Less: Received by bank not shown in the ledger		-	
			Adjusted Bank Balance		22,744	
B	27/02/2017		Balance as per Book Balance		22,744	
C			Difference if any(A-B)		-	

Prepared by 

Checked by:


Project Coordinator
ALOKITA Project, CIPD
Belaichari, Rangamati.

Approved by


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



Generated by
NEW COURT BUILDING RANGAMATI
54197 - NEW COURT BUILDING RANGAMATI Rangamati

Print Date 02-Jan-2017

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User ID: 16417

STATEMENT OF ACCOUNT

CIPD PRAKALPA T S T RANGAMATI	Branch : 54197 - NEW COURT BUILDING RANGAMATI Rangamati Currency : BDT Opening Date : 05-Dec-2016 Account Number : 5419703000178 Interest Rate : 4 Account Type : SND - Special Notice Deposit Account Period : 05-Dec-2016 - 31-Dec-2016 Status : Active
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Date	Value Date	Originating Branch	Transaction	Debit	Credit	Balance
			Opening Balance			0.00
05-Dec-2016	05-Dec-2016		Cash Deposit		5,000.00	5,000.00 CR
14-Dec-2016	14-Dec-2016		Transfer		16,12,900.00	16,17,900.00 CR
14-Dec-2016	14-Dec-2016		Transfer Charge	29.00 ✓		16,17,871.00 CR
14-Dec-2016	14-Dec-2016		Cheque Book Issue Charges	10.00 ✓		16,17,861.00 CR
14-Dec-2016	14-Dec-2016		Cash Withdrawal INST NUM CA54193587871	30,000.00		15,87,861.00 CR
14-Dec-2016	14-Dec-2016		Cash Withdrawal INST NUM CA54193587872	2,25,500.00		13,62,361.00 CR
26-Dec-2016	26-Dec-2016		Cash Withdrawal INST NUM CA54193587873	45,000.00		13,17,361.00 CR
26-Dec-2016	26-Dec-2016		Cash Withdrawal INST NUM CA54193587875	3,02,000.00		10,15,361.00 CR
26-Dec-2016	26-Dec-2016		Transfer INST NUM CA54193587874	1,13,200.00		9,02,161.00 CR
28-Dec-2016	28-Dec-2016		Cash Withdrawal INST NUM CA54193587877	18,500.00 ✓		8,83,661.00 CR
28-Dec-2016	28-Dec-2016		Cash Deposit		35,897.00	9,19,558.00 CR
28-Dec-2016	28-Dec-2016		Cash Deposit		16,567.00	9,36,125.00 CR
31-Dec-2016	31-Dec-2016		Running A/c Interest Settlement		1,867.00	9,37,992.00 CR
31-Dec-2016	31-Dec-2016		TDS DEDUCTED FOR 5419703000178 ON 31-dec-16	280.00 ✓		9,37,712.00 CR
31-Dec-2016	31-Dec-2016		Excise Duty	1,500.00 ✓		9,36,212.00 CR
31-Dec-2016	31-Dec-2016		Maintenance Charge	500.00 ✓		9,35,712.00 CR
31-Dec-2016	31-Dec-2016		VAT On Maintenance Charge For Product 1030	75.00 ✓		9,35,637.00 CR
Grand Total				7,36,594.00	16,72,231.00	
Closing Balance						9,35,637.00 CR
Balance C/F						9,35,637.00 CR

***** End of Report *****


 মুহম্মদ রেজাউল করিম
 সিনিয়র অফিসার, বি-৩১৫৫
 ডি.সি.বি. (সাপারব)

Page 1 of 1





Sonali Bank Limited

Belaichari Br.Rangamati

Client Statement

Date: 01/12/2016 To 31/01/2017

A/C No: 200000550 Name: Cipd 1 Alokita Jana Lal (hakma 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	Belai Chari

Tran. Date	Tran. Mode	Cheque No.	Description	Debit(Tk.)	Credit(Tk.)	Balance(Tk.)
			B.F.	.00		.00
12/12/2016	Cash			.00	2,000.00	2,000.00
29/12/2016	Transfer		Maintenance Charge :	500.00	.00	1,500.00
29/12/2016	Transfer		Vat	75.00	.00	1,425.00
15/01/2017	Cash			.00	3,23,760.00	3,25,185.00
15/01/2017	Cash	F-50		579.00	.00	3,24,606.00
18/01/2017	Cash	F-50		3,200.00	.00	3,21,406.00
19/01/2017	Cash			.00	295.00	3,21,701.00
26/01/2017	Cash	F-50		49,600.00	.00	2,72,101.00
26/01/2017	Cash	F-50		6,960.00	.00	2,65,141.00
26/01/2017	Cash	F-50		90,200.00	.00	1,74,941.00
31/01/2017	Cash	F-50		13,300.00	.00	1,61,641.00
Total:				1,64,414.00	3,26,055.00	

দেবান্দিস মল্লিক
ম্যানেজার
সোনালী ব্যাংক লিমিটেড
কিলাইচড়ি শাখা, রাংগামাটি।



Sonali Bank Limited

Belai Chari Br. Rangamati


Client Statement

Date: 01/02/2017 To 27/02/2017

A/C No: 20000550 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	Belai Chari

Tran. Date	Tran. Mode	Cheque No.	Description	Debit(Tk.)	Credit(Tk.)	Balance(Tk.)
				B.F.	1,61,641.00	1,61,641.00
16/02/2017	Cash			.00	2,250.00	1,63,891.00
27/02/2017	Cash	F-50		90,200.00	.00	73,691.00
27/02/2017	Cash	F-50		59,236.00	.00	14,455.00
			Total:	1,49,436.00	1,63,891.00	


PALASH MOY CHAKMA
OFFICER CASH
19-10163

