

Bi-monthly Progress Report (For Deputy Commissioner's Office)

Months of reporting:

Name of the NGO:

Total Project cost:

Name of the Project:

Duration of Project in the district:

Memo. & Date of Project approval:

Total allocation for the district:

Duration of the Project:

Yearly allocation for the district:

Name of activities (as stated in sl. of the FD-6)	Location(s) upto Union of interventions	Set targets as in sl. ... of FD-6	Target achieved		Expenditure incurred		No. of various reports	
			in last 2 months	Cumulative achievement	in last 2 months	Cumulative expenditure	Submitted to DC	Submitted to UNO
(e.g. sinking of tube wells)	(e.g. Ward 'X' of Ctg. City Corporation)	24	10	15	Tk. 5000	Tk. 15000		
	(e.g. Union X,Y,Z of Savar Upazila)							
(e.g. training to IGA group members)	(e.g. Z training center of ... Union of ... Upazila)							

Signed by:

Name:

Signature and date:

Office seal:

N.B. Only activities are reported in the format. Activities will include project related apportioned cost of personnel, program related furniture+ equipment +TA-DSA and such other costs but not costs related to head office, branch office, office furniture & equipment, VAT-TAX-IT and administrative/overhead cost. Those are not considered as activities for the purpose.