

## Monthly Progress Report (For Upazila Nirbahi Officer's Office)

**Name of the month:**

Name of the NGO:

Total Project cost:

Name of the Project:

Duration of Project in the  
Upazila:

Memo. & Date of Project  
approval:

Total allocation for the Upazila:

Duration of the Project:

Yearly allocation for the  
Upazila:

| Name of activities (as stated in sl. of the FD-6) | Location(s) upto village of interventions | Set targets as in sl. .. of FD-6 | Target achieved    |                        | Expenditure incurred |                        | No. of various reports |
|---|---|----------------------------------|--------------------|------------------------|----------------------|------------------------|------------------------|
|   |   |                                  | in reporting month | Cumulative achievement | in reporting month   | Cumulative expenditure | Submitted to UNO       |
| (e.g. sinking of tube wells)                      | (e.g. X,Y,Z villages of Savar Upazila)    | 24                               | 10                 | 15                     | Tk. 5000             | Tk. 15000              |                        |
| (e.g. training to IGA group members)              |   |                                  |                    |                        |                      |                        |                        |
|   |   |                                  |                    |                        |                      |                        |                        |
|   |   |                                  |                    |                        |                      |                        |                        |
|   |   |                                  |                    |                        |                      |                        |                        |

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.