

Quarterly Progress Report (For NGO Affairs Bureau)

Months of the quarter:

Name of the NGO:

Total Project cost:

Name of the Project:

Money released for the year:

Duration of the Project:

Memo. & Date of money release:

Memo. & Date of Project approval:

Allocation for the quarter:

Name of activities (as stated in the FD-6)	Location(s) upto Upazila of interventions	Set targets as in sl. ... of FD-6	Target achieved		Expenditure incurred		No. of reports
			in the quarter	Cumulative achievement	Incurred in the quarter	Cumulative expenditure	Submitted to DC
(e.g. sinking of tube wells)	(e.g. Khatungani thana of Ctg. City Corporation)						
	(e.g. Savar Upazila of Dhaka district)						
(e.g. training to IGA group members)	Z training center of ... Upazila of ... district						
(e.g. attending foreign trainings)							

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.