

# IRRIGATION MANAGEMENT & TRAINING INSTITUTE, KOTA

**Sponsoring Agency** All  
**Scheme** RACP & Others  
**Name of Training** 01 Day Training at Distt / Block Level (Out side Kota)  
**Level of Participants** All (Officers/Officials/Field Staff/ MTG Members etc.)  
**Training Days & Venue** 01 Day out side IMTI, (Off Campus)  
 YEAR 2018-19

**Nos. of Participants :** 50  
**TRAINEES** 50

**Training Days** 1


S. No.	Items	Nos.	No. of Days	Qty.	Rate (Rs.)	Unit	Amount
1	Reference Material, Training Kit including Bag (Rs.75/-) Pen (Rs.10/-) & Note-book (Rs.20/-), Xerox etc.	52	1 Per Part. + 2 for Spons. Agency	52	120	Kit	6240
2	High Tea (Rs.45/-), Class Room Tea before (Rs.9/-) & after Lunch (Rs.6/-) (10 Extra for Guest & Staff) etc.	55	1	55	60	Person / Day	3300
3	Taxi Charges @ 300 KM per Day for 1.5 Days (3 Days for 2 Camps continuously) including Toll etc.	300	1.5	450	12	Per KM	5400
4	Photography & Banner				1000	L.S.	1000
5	Honorarium & travel charges for Guest speakers				1500	L.S.	1500
6	Sitting Arrangements including Chairs etc	1	1	1	1500	Day	1500
7	Charges for IMTI faculty for organising training including D.A.	1	1.5	1.5	2500	each	3750
8	Charges for IMTI Staff for organising training including D.A.	1	1.5	1.5	1500	each	2250
9	Misc. & unforeseen Items				500	L.S.	500
	<b>Sub Total</b>						<b>25440</b>
10	Add 20% Secretarial & Overhead charges						5088
	<b>Total Charges for the Training</b>						<b>30528</b>

Per Head / Day Charges


Rs. 611

Say Rs 6,00 / Day

- Note:-
1. There may be more or less total expenditure under particular head or sub head depending upon specific situation/ condition.
  2. To & Fro Charges for participants will be charged extra as per actual payment.
  3. Venue will be Office Building or any Govt Building

  
 (O.P. Verma)  
 Jt. Dir. Trg  
 IMTI, Kota


Dated- 06-06-2018

  
 Prepared by  
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Approved By

  
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