

**REPORT TO BE FURNISHED BY THE MASTER TRAINER / DESIGNER
UPON COMPLETION OF THE TRAINING**

		Affix Photograph with signature
1	Name of the Master Trainer/Designer	
2	Address, Contact Number & Email Id	
3	Name of the Collaborating Agency (CA)	
4	Address where the Training has been imparted	
5	Date of Appointment (Kindly enclose a copy of the Appointment Letter issued by the CA)	
6	Duration of the TrainingDays (From to) (Timings : to)
7	Products on which Training has been imparted	
8	Number of Prototypes made (Attach Photographs)	
9	Types and quality of raw materials provided by the C.A. Please give remarks, if any.	
10	Number of Trainees who Attended the Programme	

11	Whether reimbursement of TA and satisfactory arrangements for boarding and lodging have been provided by the CA (Attach photocopy of the Travel Tickets to and fro duly self attested)	
12	Whether Bio-metric attendance was mandatory at the Training Site	Yes / No
13	Remarks on the Training	
14	Aadhaar Number	
15	Adhaar Linked Bank Account Details for RTGS transfer	Name of Bank : Branch : Bank Account No. : IFS Code : (Also furnish details in the format enclosed)

It is hereby declared that the facts and figures stated above are true to the best of my knowledge.

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Signature & Seal of the Master
Trainer/Designer

Date :

REIMBURSEMENT OF TA/DA OF THE MASTER TRAINER / DESIGNER FOR JIDS ACTIVITIES

- A) For accommodation/lodging maximum of **Rs.400/- per day (for Master Trainer)** and **Rs.600/- per day (for Designer)** will be considered on submission of a self certification of the expenditure alongwith the detailed address of the dwelling place/rented room /hotel/lodge etc. with specific mention of dates for which the accommodation has been availed alongwith a receipt of the payment by such dwelling owner. For expenditure within this limit submission of bills/vouchers is not mandatory.

Claim (s) is to be submitted within 30 days from completion of the training to the respective Zonal Office of NJB where the training is conducted.

- B) For fooding and local travelling maximum of **Rs. 450/- per day (for Master Trainer)** and **Rs. 600/- per day (for Designer)** will be considered on submission of a self certification of the expenditure made on food and local conveyance. For expenditure within this limit submission of bills/vouchers is not mandatory.

Maximum allowable cash transactions (excluding Travelling Allowance) for each training will be Rs. 3,000/- for Master Trainer / Designer.

NATIONAL JUTE BOARD

Details of Payees required for Public Financial Management System - PFMS		
Sl. No.	Particulars	Information
1	Name:	
2	Father's / Husband Name :	
3	Date of Birth :	
4	Aadhar Number :	
5	PAN Number:	
6	Address1	
	Address2	
	Address3	
7	City:	
8	State:	
9	District:	
10	Country:	
11	Pin Code:	
12	Mobile No:	
13	Phone No.:	
14	Email:	
15	Bank Name & Branch	
16	Account Number:	
17	IFS Code:	
18	Unique Code: as generated by PFMS (For Office use only)	

Authorised Signatory

Kindly enclose a photo copy of PAN Card, Aadhar Card and Cancelled cheque leaf.