

**Ministry of External Affairs
DPA II Division**

ITEC COURSE PROPOSAL SUMMARY WITH FINANCIALS

1. Course details

Course Title					
ITEC Coordinator/ Course Director	Name & Designation				
Course Duration:	from	Start date	to	End date	;weeks
No. of days of training	days =		learning hrs (approximate):		
Accommodation	Type: Hotel/ Hostel	Distance from Campus		within campus/ in kms	
Airport (nearest)	Location:			Distance from campus/ accommodation	in kms
Batch Size	Minimum participation =		Maximum participation =		
Study tour	City		Places		No. of days

2. Financial proposal

S. No.	Fee component	Unit	Per participant cost	Total Cost for all participants
1	Course Fee	per week per participant		
2	Study tour charges	per participant		
3	Other charges (for Project, etc.)	per participant		
4	Accommodation charges (inclusive of taxes) – Hostel / Hotel	per day/night per participant		
5	Airport pick-up and drop charges (inclusive of taxes) – for both ways	per participant		
6	Living allowance	per day per participant		
7	Book allowance	per participant		
8	Valedictory/ inaugural allowance	per participant		
Course Duration (in weeks)			Total estimated expenditure	
Participants (maximum)				

Rate of Living Allowance is fixed under guidelines (@ Rs. 1,500/- per day for upto 12 week long course and @ Rs. 1,200/- per day for courses of longer duration). Ceiling on Book Allowance and Valedictory/ inaugural allowance is also fixed @ Rs. 5,000/- per participant and @ Rs. 300/- per participant respectively.

3. Training Schedule : A one-page day-wise schedule (topics covered) to be attached separately.

Submitted by:
(sign and stamp of appropriate authority of the Institution)