ANNEXURE 1
BUDGET FORMATS

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

ANNUAL WORK PLAN-CUM-BUDGET AT BUDGET CENTER (NPMU/SPMU/PEA)

Annexure 1a

NPMU/SPMU/PEA: …… **Budget Year: ……..**

S.No.	Main Components	Units of Measurement	Unit Cost (Rs. in Lacs)	Physical Coverage for the Year	Total Estimated Cost (INR Lacs)	Quarter-wise Breakup				Total
						Q1	Q2	Q3	Q4	
A	**Institutional Cost**									
	A1 Investment Cost									
	Furniture & Fittings									
	Table	Nos.								
	Chair	Nos.								
	Almirah	Nos.								
	File Cabinet	Nos.								
	Computer Table	Nos.								
	Office Equipment									
	Desk Tops	Nos.								
	Laptop	Nos.								
	Air Conditioner	Nos.								
	Servers	Nos.								
	Printers	Nos.								
	Plotter and colour printer (size A06)	Nos.								
	LCD projector	Nos.								
	Xerox, copier & others	Nos.								
	Fax Machines	Nos.								
	Slide Projector	Nos.								
	Public Address System	Nos.								
	TV	Nos.								
	Electronic Pencil	Nos.								
	Telephone 6 lines + EPABX	Nos.								
	Camera	Nos.								
	DVD Player	Nos.								
	Freezee	Nos.								
	Aquaguard	Nos.								
	Meeting Room setting up	Lumpsum								
	Consultants - Support Agencies									
	Financial and Procurement Management consultants	Lumpsum								
	Inter Personal IEC Materials	Lumpsum								
	Folk Media Campaign	Lumpsum								
	Vehicles	**Nos.**								
	SUB TOTAL									

S.No.	Main Components	Units of Measurement	Unit Cost (Rs. in Lacs)	Physical Coverage for the Year	Total Estimated Cost (INR Lacs)	Quarter-wise Breakup				Total
						Q1	Q2	Q3	Q4	
A2	**Operational Cost**									
	Manpower (Technical, Procurement, Financial, Admn) Details enclosed	Per annum								
	Office operating cost									
	Office Rent	Per annum								
	Telephone	Per annum								
	Vehicle Running & Maintenance	Per annum								
	Books and Periodicals	Per annum								
	Repair and Maintance	Per annum								
	AMC'S	Per annum								
	Postage and Telegraphs	Per annum								
	Power & Fuel	Per annum								
	Printng & Stationery	Per annum								
	Travelling & Conveyance	Per annum								
	Consumables	Per annum								
	Other Office overheads	Per annum								
	SUB TOTAL									
	TOTAL									
B	**Capacity Building**									
B1	**Training Programs**									
	Training in Country	Nos.								
	Exposure visit in country	Nos.								
	Exposure visit - Foreign	Nos.								
	SUB TOTAL									
B2	**Workshops & Seminar**									
	Workshops	Nos.								
	State Level-Apex Level	Nos.								
	District Level/Intermediary Level	Nos.								
	Village Level	Nos.								
	Manual preparation expenses	Lumpsum								
	Travel cost to Participants	Lumpsum								
	Other overheads- Workshops	Lumpsum								
	Consultancies /Studies	Lumpsum								
	SUB TOTAL									
	TOTAL									

S.No.		Main Components	Units of Measurement	Unit Cost (Rs. in Lacs)	Physical Coverage for the Year	Total Estimated Cost (INR Lacs)	Quarter-wise Breakup				Total
							Q1	Q2	Q3	Q4	
C	C1	**Monitoring & Evaluation**									
		Concurrent Monitoring (Physical, Financial, Procurement, Processes, etc.)									
		External Consultancies (QA, etc)	Lumpsum								
		Procurement Audit	Lumpsum								
		Monitoring and evaluation consultants	Lumpsum								
		Evaluation of Outcomes and Impacts	Lumpsum								
		TOTAL									
D	D1	**Communication**									
		Web Site	Lumpsum								
		Workshops	Lumpsum								
		Advertisement	Lumpsum								
		Media Resource Group	Lumpsum								
		Community Newspaper	Lumpsum								
		Cable TV	Lumpsum								
		Documentation/Publication	Lumpsum								
		TOTAL									
E	**Physical**										
	E1	Works	Nos.								
	E2	Grant/ Assistance	Lumpsum								
	E3	Goods and Equipment	Nos.								
		TOTAL									
		Prepared by:									
		Date:									
		Place:									

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CONSOLIDATED STATE ANNUAL WORK PLAN-CUM-BUDGET

Annexure 1b

STATE: …….. Budget Year:…….

S.No.	Main Components	Units of Measurement	Unit Cost (Rs. in Lacs)	Physical Coverage for the Year	Total estimated Cost (INR Lacs)	Quarter-wise Breakup														
						Q1			Q2			Q3			Q4			Total		
						SG	GOI	Total	SG	GOI	Total	SG	GOI	Total	SG	GOI	Total	SG	GOI	Total
A	**Institutional Cost**																			
	A1 **Investment Cost**																			
	Furniture & Fittings																			
	Table	Nos.																		
	Chair	Nos.																		
	Almirah	Nos.																		
	File Cabinet	Nos.																		
	Computer Table	Nos.																		
	Office Equipment																			
	Desk Tops	Nos.																		
	Laptop	Nos.																		
	Air Conditioner	Nos.																		
	Servers	Nos.																		
	Printers	Nos.																		
	Plotter and colour printer (size A06)	Nos.																		
	LCD projector	Nos.																		
	Xerox, copier & others	Nos.																		
	Fax Machines	Nos.																		
	Slide Projector	Nos.																		
	Public Address System	Nos.																		
	TV	Nos.																		
	Electronic Pencil	Nos.																		
	Telephone 6 lines + EPABX	Nos.																		
	Camera	Nos.																		
	DVD Player	Nos.																		
	Freezee	Nos.																		
	Aquaguard	Nos.																		
	Meeting Room setting up	Lumpsum																		
	Consultants - Support Agencies																			
	Financial and Procurement Management consultants	Lumpsum																		
	Inter Personal IEC Materials	Lumpsum																		
	Folk Media Campaign	Lumpsum																		
	Vehicles	**Nos.**																		
	SUB TOTAL																			

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CONSOLIDATED STATE ANNUAL WORK PLAN-CUM-BUDGET

Annexure 1b

	A2	**Operational Cost**	
		Manpower (Technical, Procurement, Financial, Admn) Details enclosed	**Per annum**
		Office operating cost	
		Office Rent	Per annum
		Telephone	Per annum
		Vehicle Running & Maintenance	Per annum
		Books and Periodicals	Per annum
		Repair and Maintance	Per annum
		AMC'S	Per annum
		Postage and Telegraphs	Per annum
		Power & Fuel	Per annum
		Printng & Stationery	Per annum
		Travelling & Conveyance	Per annum
		Consumables	Per annum
		Other Office overheads	Per annum
		SUB TOTAL	
		TOTAL	
B	**Capacity Building**		
	B1	**Training Programs**	
		Training in Country	Nos.
		Exposure visit in country	Nos.
		Exposure visit - Foreign	Nos.
		SUB TOTAL	
	B2	**Workshops & Seminar**	
		Workshops	Nos.
		State Level-Apex Level	Nos.
		District Level/Intermediary Level	Nos.
		Village Level	Nos.
		Manual preparation expenses	Lumpsum
		Travel cost to Participants	Lumpsum
		Other overheads- Workshops	Lumpsum
		Consultancies /Studies	Lumpsum
		SUB TOTAL	
		TOTAL	

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CONSOLIDATED STATE ANNUAL WORK PLAN-CUM-BUDGET

Annexure 1b

C	**C1**	**Monitoring & Evaluation**	
		Concurrent Monitoring (Physical, Financial, Procurement, Processes, etc.)	
		External Consultancies (QA, etc)	Lumpsum
		Financial Review Consultants consultants	Lumpsum
		Procurement Audit	Lumpsum
		Monitoring and evaluation consultants	Lumpsum
		Evaluation of Outcomes and Impacts	Lumpsum
		TOTAL	
D	**D1**	**Communication**	
		Web Site	Lumpsum
		Workshops	Lumpsum
		Advertisement	Lumpsum
		Media Resource Group	Lumpsum
		Community Newspaper	Lumpsum
		Cable TV	Lumpsum
		Documentation/Publication	Lumpsum
		TOTAL	
E	**Physical**		
	E1	Works	Nos.
	E2	Grant/ Assistance	Lumpsum
	E3	Goods and Equipment	Nos.
		TOTAL	

Prepared by:

Date:

Place:

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CONSOLIDATED NATIONAL ANNUAL WORK PLAN-CUM-BUDGET

Annexure 1c

Budget Year:……

S.No.	Components / Sub-Components	Units of Measurement	Unit Cost (Rs. in Lacs)	Physical Coverage for the Year	Total Estimated Cost (INR Lacs)	Quarter-wise Breakup														
						Q1			Q2			Q3			Q4			Total		
						SG	GOI	Total	SG	GOI	Total	SG	GOI	Total	SG	GOI	Total	SG	GOI	Total
1	**National ICZM Capacity Building**																			
	1.1 Project Management																			
	1.1.1 Institutional Cost																			
	1.1.1.1 Equipment Costs																			
	1.1.1.2 Operational Costs																			
	1.1.1.3 Support Consultancies																			
	1.1.2 Monitoring and Evaluation																			
	1.1.3 Communication																			
	1.2 Capacity Building - National Institute																			
	1.2.1 Institutional Cost																			
	1.2.1.1 Equipment Costs																			
	1.2.1.2 Operational Costs																			
	1.2.1.3 Support Consultancies																			
	1.2.2 Trainings & Workshops																			
	1.3 Capacity Building - National Level																			
	1.3.1 Capacity Building - MoEF																			
	1.3.2 Trainings & Workshops																			
	1.3.3 Studies & Consultancies																			
	1.4 Hazard & ESA Mapping																			
	1.4.1 Hazard Mapping																			
	1.4.2 ESA Mapping																			
	SUB TOTAL																			
2	**ICZM Approaches in Gujarat**																			
	2.1 Project Management																			
	2.1.1 Institutional Cost																			
	2.1.1.1 Equipment Costs																			
	2.1.1.2 Operational Costs																			
	2.1.1.3 Support Consultancies																			
	2.1.2 Monitoring and Evaluation																			
	2.1.3 Communication																			
	2.1.4 Studies																			
	2.1.5 Workshops and training																			
	2.2 Pilot Investment																			
	2.2.1 Pilot Investment in Livelihood Security																			
	2.2.2 Pilot Investment in Coastal Resources Conservation																			
	2.2.3 Pilot Investment in Pollution Management																			
	2.3 Capacity Building - State Level																			
	2.3.1 Capacity Building																			
	2.3.2 Goods and Equipment																			
	SUB TOTAL																			

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CONSOLIDATED NATIONAL ANNUAL WORK PLAN-CUM-BUDGET

Annexure 1c

Budget Year:……

S.No.	Components / Sub-Components	Units of Measurement	Unit Cost (Rs. in Lacs)	Physical Coverage for the Year	Total Estimated Cost (INR Lacs)	Quarter-wise Breakup														
						Q1			Q2			Q3			Q4			Total		
						SG	GOI	Total	SG	GOI	Total	SG	GOI	Total	SG	GOI	Total	SG	GOI	Total
3	**ICZM Approaches in Orissa**																			
	3.1	**Project Management**																		
	3.1.1	Institutional Cost																		
	3.1.1.1	Equipment Costs																		
	3.1.1.2	Operational Costs																		
	3.1.1.3	Support Consultancies																		
	3.1.2	Monitoring and Evaluation																		
	3.1.3	Communication																		
	3.1.4	Studies																		
	3.1.5	Workshops and training																		
	3.2	**Pilot Investment**																		
	3.2.1	Pilot Investment in Livelihood Security																		
	3.2.2	Pilot Investment in Coastal Resources Conservation																		
	3.2.3	Pilot Investment in Pollution Management																		
	3.3	**Capacity Building - State Level**																		
	3.3.1	Capacity Building																		
	3.3.2	Goods and Equipment																		
		SUB TOTAL																		
4	**ICZM Approaches in West Bengal**																			
	4.1	**Project Management**																		
	4.1.1	Institutional Cost																		
	4.1.1.1	Equipment Costs																		
	4.1.1.2	Operational Costs																		
	4.1.1.3	Support Consultancies																		
	4.1.2	Monitoring and Evaluation																		
	4.1.3	Communication																		
	4.1.4	Studies																		
	4.1.5	Workshops and training																		
	4.2	**Pilot Investment**																		
	4.2.1	Pilot Investment in Livelihood Security																		
	4.2.2	Pilot Investment in Coastal Resources Conservation																		
	4.2.3	Pilot Investment in Pollution Management																		
	4.3	**Capacity Building - State Level**																		
	4.3.1	Capacity Building																		
	4.3.2	Goods and Equipment																		
		SUB TOTAL																		
		TOTAL PROJECT COST																		

Prepared by:

Date:

Place:

ANNEXURE 2
CHART OF ACCOUNTS

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CHART OF ACCOUNTS

MAJOR HEAD	MINOR HEAD		ACCOUNT HEAD	NATURE OF ACCOUNT HEAD	REIMBURSEMENT CATEGORY
SOURCE OF FUNDS	SOURCES		World Bank	Sources	
			Government of Orissa	Sources	
			Government of West Bengal	Sources	
			Government of Gujrat	Sources	
			NPMU	Sources	
UTILISATION OF FUNDS	EXPENDITURE				
		Institutional Cost			
		A1	**Investment Cost**	**Main Head**	
			Office Equipment and Furniture & Fittings	**Sub Head**	
			Air Conditioner	Expenditure	
			Almirah	Expenditure	
			Aquaguard	Expenditure	
			Camera	Expenditure	
			Chair	Expenditure	
			Computer Table	Expenditure	
			Desk Tops	Expenditure	
			DVD Player	Expenditure	
			Electronic Pencil	Expenditure	
			Fax Machines	Expenditure	
			File Cabinet	Expenditure	
			Freezee	Expenditure	
			Laptop	Expenditure	
			LCD projector	Expenditure	
			Meeting Room setting up	Expenditure	
			Plotter and colour printer (size A06)	Expenditure	
			Printers	Expenditure	
			Public Address System	Expenditure	
			Servers	Expenditure	
			Slide Projector	Expenditure	
			Table	Expenditure	
			Telephone 6 lines + EPABX	Expenditure	
			TV	Expenditure	
			Vehicles	Expenditure	
			Xerox, copier & others	Expenditure	
			Consultants - Support Agencies	**Sub Head**	
			Financial and Procurement Management consultants	Expenditure	
			Inter Personal IEC Materials	Expenditure	
			Folk Media Campaign	Expenditure	
		A2	**Operational Cost**	**Main Head**	
			Manpower (Tech,, Procurement, Fin. ,Adm)Details enclosed.	Expenditure	
			Office operating cost	**Sub Head**	
			Office Rent	Expenditure	
			Telephone	Expenditure	
			Vehicle Running & Maintenance	Expenditure	
			Books and Periodicals	Expenditure	
			Repair and Maintance	Expenditure	
			AMC'S	Expenditure	
			Postage and Telegraphs	Expenditure	
			Power & Fuel	Expenditure	
			Printng & Stationery	Expenditure	
			Travelling & Conveyance	Expenditure	
			Consumables	Expenditure	
			Other Office overheads	Expenditure	
		Capacity Building		**Main Head**	
		B1	**Training Programs**	**Sub Head**	
			Training in Country	Expenditure	
			Exposure visit in country	Expenditure	
			Exposure visit - Foreign	Expenditure	

MAJOR HEAD	MINOR HEAD		ACCOUNT HEAD	NATURE OF ACCOUNT HEAD	REIMBURSEMENT CATEGORY
		B2	**Workshops & Seminar**	**Sub Head**	
			Workshops	Expenditure	
			State Level-Apex Level	Expenditure	
			District Level/Intermediary Level	Expenditure	
			Village Level	Expenditure	
			Manual preparation expenses	Expenditure	
			Travel cost to Participants	Expenditure	
			Other overheads- Workshops	Expenditure	
			Consultancies /Studies	Expenditure	
		C1	**Monitoring & Evaluation**	**Main Head**	
			Concurrent Monitoring (Physical, Financial, Procurement, Processes, etc.)	**Sub head**	
			External Consultancies (QA, etc)	Expenditure	
			Financial Review Consultants consultants	Expenditure	
			Procurement Audit	Expenditure	
			Monitoring and evaluation consultants	Expenditure	
			Evaluation of Outcomes and Impacts	**Sub Head**	
		D1	**Communication**	**Main Head**	
			Web Site	Expenditure	
			Workshops	Expenditure	
			Advertisement	Expenditure	
			Media Resource Group	Expenditure	
			Community Newspaper	Expenditure	
			Cable TV	Expenditure	
			Documentation/Publication	Expenditure	
		Physical		**Main Head**	
		E1	Works	**Sub Head**	
			Activity 1	Expenditure	
			Activity 2	Expenditure	
			Activity n	Expenditure	
		E2	Grant/ Assistance	**Sub Head**	
			Activity 1	Expenditure	
			Activity 2	Expenditure	
			Activity n	Expenditure	
		E3	Goods and Equipment	**Sub Head**	
			Activity 1	Expenditure	
			Activity 2	Expenditure	
			Activity n	Expenditure	
CURRENT ASSETS, LOANS & ADVANCES	INVENTORIES		Stock	Asset	
	CASH AND BANK BALANCES		Cash In Hand	Asset	
	BALANCE WITH BANKS		Bank Account	Asset	
	INTER UNIT TRANSFER		Inter Unit Transfer (NPMU-SPMU) Account	IUT	
			Inter Unit Transfer (NPMU-PEA) Account	IUT	
			Inter Unit Transfer (SPMU-PEA) Account	IUT	
	ADVANCE		General Advance	Asset	
			Travel Advance	Asset	
			Advance To Experts/Consultants For	Asset	
			Advance To Suppliers	Asset	
			Imprest Account Employee	Asset	
CURRENT LIABILITIES	ADVANCES FROM SPMU		SPMU	Liability	
			Contractors' Deductions and Deposits	Liability	

ANNEXURE 3
FORMATS OF BOOKS OF ACCOUNTS

Format No. 3a

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CHEQUE ISSUE REGISTER

Cheque No.	Date	Amount (INR)	In Favour Of	Particulars of Payment	Receiver's Signature	Remarks

ENTERED BY **ACCOUNTANT**

Format No. 3b

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

CONTRACTOR REGISTER

Contractor's Name: ..... **Folio No.: .....**

S.No.	Running Bill No.	Amount (INR)	Bill Date	Passed On	Passed for (INR)	Deductions			Other adjustments, if any	Payment Details			Remarks
						TDS	Security Deposit	Others		Chq. No.	Date	Amount	
1	*2*	*3*	*4*	*5*	*6*	*7*	*8*	*9*	*10*	*11*	*12*	*13*	*14*

ENTERED BY **ACCOUNTANT**

Format No. 3c

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

STOCK REGISTER

Account Head: .....

Date	Particulars	GRN	Opening Stock		Receipts		Issues		Closing Stock		Remarks
			Unit	Amount	Unit	Amount	Unit	Amount	Unit	Amount	

ENTERED BY **ACCOUNTANT**

Format No. 3d

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

FIXED ASSETS REGISTER

Accounting Center: ..... **Folio No.: .....**

NAME OF ASSET:									
ASSET GROUP:									
S.No.	Voucher No.	Date	Name of Supplier	Quantity	Cost (Rs.)	Amount (Rs.)	Location	Identification No.	Remarks

ENTERED BY **ACCOUNTANT**

ANNEXURE 4
REPORTING FORMATS

IUFR - NPMU

Report IUFR-1

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Internal Unaudited Financial Report for the quarter ended _____

Reimbursement Report

PART A **PART B**

(Rs. in Lakhs)

Expenditure by Component	Expenditure	Reimb. %	Reimb amount	To be reimbursed from		GOI Grant share to	GOI Grant amount from IDA**	Balance	
	Current Qtr			IDA	IBRD			IDA*	IBRD
	1	2	3= 1x 2	4	5	6	7	8	9
National Component									
Gujarat State Component									
Orissa State Component									
West Bengal State Component									
TOTAL PROJECT EXPENDITURE									
FINANCED BY:									
GOI									
WORLD BANK									
TOTAL FINANCING									

Finance Manager -NPMU
Date:

Project Director -NPMU
Date:

Report IUFR -2

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Internal Unaudited Financial Statements - NPMU

Report for the Quarter ended _____

Rs. in INR Lacs

Particulars	For the Quarter	Cumulative		Forecast for first three months	Forecast for next three months	Forecast for next six months
		Year till date	Project till date			
1	*2*	*3*	*4*	*5*	*6*	*7=5+6*
A. Opening Balances						
(Unutilized funds with different agencies)						
Total A						
B. Total Releases						
▪ State Government						
▪ GoI						
▪ Others						
Total B						
C. Funds Available (A+B)						
D. Expenditure Component Wise (Details of each component attached seperately)						
National Component						
Gujarat State Component						
Orissa State Component						
West Bengal State Component						
Total D						
E. Balance represented by Current Assets						
Cash in Hand						
Bank Balance						
Implementing Agencies						
Others						
Stocks in Hand						
Total E						

Accountant **Project Director**

Notes:

1. *This financial statement is prepared on a cash basis of accounting as per provisions of the Financial Manual for the Project .*
2. *The above figures will be based on monthly/quarterly consolidation done by NPMU and duly reconciled with the SPMU/PEA's.*
3. *Any other project specific Note.*

Report IUFR-3

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Component and Sub-Component wise Expenditure for the Quarter _____

Fig in INR lacs

Component / Sub-Component	Provision as Per PAD for The Year	For			% of Variance
		Target	Actual	Variance	
1	*2*	*3*	*4*	*5=3-4*	*6=5/3*100*
A. National Component					
Project Management					
Institutional Cost					
Monitoring and Evaluation					
Communication					
Capacity Building - National Institute					
Capacity Building - National Level					
Capacity Building - MoEF					
Trainings & Workshops					
Studies & Consultancies					
Hazard & ESA Mapping					
Hazard Mapping					
ESA Mapping					
Sub Total					
B. Gujrat State Govt Component					
Project Management					
Institutional Cost					
Monitoring and Evaluation					
Communication					
Pilot Investment					
Pilot Investment in Livelihood Security					
Pilot Investment in Coastal Resources Conservation					
Pilot Investment in Pollution Management					
Capacity Building - State Level					
Capacity Building					
Works					
Goods and Equipment					
ICZM Plan Preparation					
Studies					
Workshops and training					
Sub Total					
B. Orissa State Govt Component					
Project Management					
Institutional Cost					
Monitoring and Evaluation					
Communication					
Pilot Investment					
Pilot Investment in Livelihood Security					
Pilot Investment in Coastal Resources Conservation					
Pilot Investment in Pollution Management					
Capacity Building - State Level					
Capacity Building					
Works					
Goods and Equipment					
ICZM Plan Preparation					
Studies					
Workshops and training					
Sub Total					
B. West Bengal State Govt Component					
Project Management					

Component / Sub-Component	Provision as Per PAD for The Year	For			
		Target	Actual	Variance	% of Variance
1	*2*	*3*	*4*	*5=3-4*	*6=5/3*100*
Institutional Cost					
Monitoring and Evaluation					
Communication					
Pilot Investment					
Pilot Investment in Livelihood Security					
Pilot Investment in Coastal Resources Conservation					
Pilot Investment in Pollution Management					
Capacity Building - State Level					
Capacity Building					
Works					
Goods and Equipment					
ICZM Plan Preparation					
Studies					
Workshops and training					
Sub Total					
Total (A+B+C+D)					
Accountant			**Project Director**		

Report IUFR-4

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under National Component for the Quarter ended _____ PEA-wise

Fig in INR lacs

Particulars	NPMU	PEA-1	PEA-2	Total
Project Management				
Institutional Cost				
Monitoring and Evaluation				
Communication				
Capacity Building - National Institute				
Capacity Building - National Level				
Capacity Building - MoEF				
Trainings & Workshops				
Studies & Consultancies				
Hazard & ESA Mapping				
Hazard Mapping				
ESA Mapping				
Total				

Accountant **Project Director**

Report IUFR-5

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under Gujarat State Component for the Quarter ended ..... PEA-wise

Fig in INR lacs

Particulars	SPMU	PEA-1	PEA-2	PEA-3	PEA-4	PEA-5	PEA-6	PEA-7	Total
Project Management									
Institutional Cost									
Monitoring and Evaluation									
Communication									
Pilot Investment									
Pilot Investment in Livelihood Security									
Pilot Investment in Coastal Resources Conservation									
Pilot Investment in Pollution Management									
Capacity Building - State Level									
Capacity Building									
Works									
Goods and Equipment									
ICZM Plan Preparation									
Studies									
Workshops and training									
Total									

Accountant **Project Director**

Report IUFR-6

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under Orissa State Component for the Quarter ended ..... PEA-wise

Fig in INR lacs

Particulars	SPMU	PEA-1	PEA-2	PEA-3	PEA-4	PEA-5	PEA-6	PEA-7	Total
Project Management									
Institutional Cost									
Monitoring and Evaluation									
Communication									
Pilot Investment									
Pilot Investment in Livelihood Security									
Pilot Investment in Coastal Resources Conservation									
Pilot Investment in Pollution Management									
Capacity Building - State Level									
Capacity Building									
Works									
Goods and Equipment									
ICZM Plan Preparation									
Studies									
Workshops and training									
Total									

Accountant **Project Director**

Report IUFR-7

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under West Bengal State Component for the Quarter ended ..... PEA-wise

Fig in INR lacs

Particulars	SPMU	PEA-1	PEA-2	PEA-3	PEA-4	PEA-5	PEA-6	PEA-7	Total
Project Management									
Institutional Cost									
Monitoring and Evaluation									
Communication									
Pilot Investment									
Pilot Investment in Livelihood Security									
Pilot Investment in Coastal Resources Conservation									
Pilot Investment in Pollution Management									
Capacity Building - State Level									
Capacity Building									
Works									
Goods and Equipment									
ICZM Plan Preparation									
Studies									
Workshops and training									
Total									

Accountant **Project Director**

Report IUFR-8

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

World Bank Fund Requirement

Cr. No.: _____

Report for the quarter ended on _____

(Amount in INR lacs)

Bank Funds received till date	I	
Total Expenditure till date	II	
World Bank Share @ 90% of II above	III	
Funds Unutilized (I - III)	IV	
Forecast for Project expenditure for the next 6 months	V	
World Bank Share @ 90% of V above	VI	
Less: Funds Unutilized (as per IV)	IV	
Net Funds required from the Bank (VI - IV)	VII	

CFAO
Date:

Exe.Director
Date:

Notes:

(a) Total Project Expenditure till date 'II' will be the same as Total Expenditure 'D' as per IUFR-2, Column 4.

(b) Forecast for payments for the next 6 months 'V' will be the same as Total Expenditure 'E' as per IUFR-2, Column 7.

ANNUAL FINANCIAL STATEMENTS - NPMU

Report AFS-1

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Annual Financial Statements of NPMU

Sources & Application of Funds for the Year _____

Fig in lakhs

Particulars	For the Current Year	For the Previous Year
A. Opening Balances		
(Unutilized funds with different agencies)		
Total A		
B. Total Releases		
▪ State Government		
▪ GoI		
▪ Others		
Total B		
C. Funds Available(A+B)		
D. Expenditure Component Wise (Details of each component attached seperately)		
National Component		
Gujarat State Component		
Orissa State Component		
West Bengal State Component		
Total D		
E. Balance represented by Current Assets		
Cash in Hand		
Bank Balance		
Implementing Agencies		
Others		
Stocks in Hand		
Total E		
Accountant	**Project Director**	

Notes:

1. This financial statement is prepared on a cash basis of accounting as per provisions of the Financial Manual for the Project .

2 . The above figures will be based on anually consolidation done by NPMU and duly reconciled with the SPMU/PEA's.

3. Any other project specific Note.

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under National Component for the year _____PEA wise

Fig in lakhs

Particulars	NPMU	PEA-1	PEA-2	Total
A. Opening Balances				
(Unutilized funds with different agencies)				
Total A				
B. Total Releases				
▪ State Government				
▪ GoI				
▪ Others				
Total B				
C. Funds Available(A+B)				
D. Expenditure Component Wise				
Project Management				
Institutional Cost				
Monitoring and Evaluation				
Communication				
Capacity Building - National Institute				
Capacity Building - National Level				
Capacity Building - MoEF				
Trainings & Workshops				
Studies & Consultancies				
Hazard & ESA Mapping				
Hazard Mapping				
ESA Mapping				
Total D				
E. Balance represented by Current Assets				
Cash in Hand				
Bank Balance				
Implementing Agencies				
Others				
Stocks in Hand				
Total				

Accountant **Project Director**

Report AFS-1b

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under Gujarat State Component for the year _____PEA wise

Fig in lakhs

Particulars	SPMU	PEA-1	PEA-2	PEA-3	PEA-4	PEA-5	PEA-6	PEA-7	Total
A. Opening Balances									
(Unutilized funds with different agencies)									
Total A									
B. Total Releases									
▪ State Government									
▪ GoI									
▪ Others									
Total B									
C. Funds Available(A+B)									
D. Expenditure Component Wise									
Project Management									
Institutional Cost									
Monitoring and Evaluation									
Communication									
Pilot Investment									
Pilot Investment in Livelihood Security									
Pilot Investment in Coastal Resources Conservation									
Pilot Investment in Pollution Management									
Capacity Building - State Level									
Capacity Building									
Works									
Goods and Equipment									
ICZM Plan Preparation									
Studies									
Workshops and training									
Total D									
E. Balance represented by Current Assets									
Cash in Hand									
Bank Balance									
Implementing Agencies									
Others									
Stocks in Hand									
Total									

Accountant **Project Director**

Report AFS-1c

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under Orissa State Component for the year _____PEA wise

Fig in lakhs

Particulars	SPMU	PEA-1	PEA-2	PEA-3	PEA-4	PEA-5	PEA-6	PEA-7	Total
A. Opening Balances									
(Unutilized funds with different agencies)									
Total A									
B. Total Releases									
▪ State Government									
▪ GoI									
▪ Others									
Total B									
C. Funds Available(A+B)									
D. Expenditure Component Wise									
Project Management									
Institutional Cost									
Monitoring and Evaluation									
Communication									
Pilot Investment									
Pilot Investment in Livelihood Security									
Pilot Investment in Coastal Resources Conservation									
Pilot Investment in Pollution Management									
Capacity Building - State Level									
Capacity Building									
Works									
Goods and Equipment									
ICZM Plan Preparation									
Studies									
Workshops and training									
Total D									
E. Balance represented by Current Assets									
Cash in Hand									
Bank Balance									
Implementing Agencies									
Others									
Stocks in Hand									
Total									

Accountant **Project Director**

Report AFS-1d

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Details of Expenditure under West Bengal State Component for the year _____PEA wise

Fig in lakhs

Particulars	SPMU	PEA-1	PEA-2	PEA-3	PEA-4	PEA-5	PEA-6	PEA-7	Total
A. Opening Balances									
(Unutilized funds with different agencies)									
Total A									
B. Total Releases									
▪ State Government									
▪ GoI									
▪ Others									
Total B									
C. Funds Available(A+B)									
D. Expenditure Component Wise									
Project Management									
Institutional Cost									
Monitoring and Evaluation									
Communication									
Pilot Investment									
Pilot Investment in Livelihood Security									
Pilot Investment in Coastal Resources Conservation									
Pilot Investment in Pollution Management									
Capacity Building - State Level									
Capacity Building									
Works									
Goods and Equipment									
ICZM Plan Preparation									
Studies									
Workshops and training									
Total D									
E. Balance represented by Current Assets									
Cash in Hand									
Bank Balance									
Implementing Agencies									
Others									
Stocks in Hand									
Total									

Accountant **Project Director**

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Report AFS-2

Reconciliation of Claims to Total Applications of Funds

Name of the Project | **Loan / Credit / Grant No.**

Report for the year ended

Particulars	Schedules	Amt (Rs. '000)		
		Current Year	Previous Year	Project to date
Bank Funds claimed (A)	**I**			
Withdrawal Claims for 1st quarter as per IUFR				
Withdrawal Claims for 2nd quarter as per IUFR				
Withdrawal Claims for 3rd quarter as per IUFR				
Withdrawal Claims for 4th quarter as per IUFR				
Total bank funds claimed				
Total Expenditure made during the year (B)				
Expenditure as per books of account				
Less:				
Ineligible expenditures (C)	**II**			
Expenditures not claimed (D)	**III**			
Total Eligible Expenditures Claimed (E)=(B)-(C)-(D)				
World Bank Share @100% of (E) above (F)				
Claims in excess of expenditure (A-F)				

CFAO | Project Director

Date | Date

Notes:

1. Total expenditure made during the year (B above) must be the same as the Total Expenditures shown on the Statement of Sources and Applications of Funds

2. Expenditures not claimed (D above) may reflect timing differences for eligible expenditures incurred during the year but claimed after the year end.

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Reconciliation Of Reimbursements from GOI

(To be made for each state)

Sub - Component						
	TOTAL (a)					
Disbursement % (b)						
1. Disbursement Amount(c=a*b)						
2. Actual Amount received (d)						
As per detail Below						
S.No.	**Date**	**Amount**				
	TOTAL					
Difference (c-d)*						
** Difference to be adjusted in Future Claims*						

INTERNAL REPORTS

Report IA-1

INTEGRATED COASTAL ZONE MANAGEMENT PROJECT

Activity-wise Statement of Expenditure for the month of _____

IA : _____

S.No.	Component	Activity	Opening Balance	For the Month	Cumulative till date
A	**Institutional Cost**				
	A1	**Investment Cost**			
		Office Equipment and Furniture &			
		Air Conditioner			
		Almirah			
		Aquaguard			
		Camera			
		Chair			
		Computer Table			
		Desk Tops			
		DVD Player			
		Electronic Pencil			
		Fax Machines			
		File Cabinet			
		Freezee			
		Laptop			
		LCD projector			
		Meeting Room setting up			
		Plotter and colour printer (size A06)			
		Printers			
		Public Address System			
		Servers			
		Slide Projector			
		Table			
		Telephone 6 lines + EPABX			
		TV			
		Vehicles			
		Xerox, copier & others			
		Sub Total			
		Consultants - Support Agencies			
		Financial and Procurement			
		Inter Personal IEC Materials			
		Folk Media Campaign			
		Sub Total			
		Total for A1			
	A2	**Operational Cost**			
		Manpower (Tech,, Procurement, Fin.			
		Office operating cost			
		Office Rent			
		Telephone			
		Vehicle Running & Maintenance			
		Books and Periodicals			
		Repair and Maintance			
		AMC'S			
		Postage and Telegraphs			
		Power & Fuel			
		Printng & Stationery			
		Travelling & Conveyance			
		Consumables			
		Other Office overheads			
		Sub Total			
		Total for A2			
		Total for A			

S.No.	Component	Activity	Opening Balance	For the Month	Cumulative till date
B	**Capacity Building**				
	B1	**Training Programs**			
		Training in Country			
		Exposure visit in country			
		Exposure visit - Foreign			
		Sub Total			
	B2	**Workshops & Seminar**			
		Workshops			
		State Level-Apex Level			
		District Level/Intermediary Level			
		Village Level			
		Manual preparation expenses			
		Travel cost to Participants			
		Other overheads- Workshops			
		Consultancies /Studies			
		Sub Total			
		Total for B			
C	**Monitoring & Evaluation**				
	C1	**Financial, Procurement, Processes,**			
		External Consultancies (QA, etc)			
		Financial Review Consultants			
		Procurement Audit			
		Monitoring and evaluation			
		Sub Total			
	C2	**Evaluation of Outcomes and Impacts**			
		Sub Total			
		Total for C			
D	**Communication**				
		Web Site			
		Workshops			
		Advertisement			
		Media Resource Group			
		Community Newspaper			
		Cable TV			
		Documentation/Publication			
		Sub Total			
		Total for D			
E	**Physical**				
	E1	Works			
		Activity 1			
		Activity 2			
		Activity n			
	E2	Grant/ Assistance			
		Activity 1			
		Activity 2			
		Activity n			
	E3	Goods and Equipment			
		Activity 1			
		Activity 2			
		Activity n			
		Sub Total			
		Total for E			
		Grand Total			
	Accountant			**Nodal Officer**	
	Date				
	1. This statement should be prepared every month by all IA and should be submitted to SPMU				
	2. This report should be supported by trial balance generated from the accounting software for the same period of the period				