

Project Implementation Reporting Format
(Quarterly Progress Report to be submitted by recipients of grants /loans for Projects funded under SDF Social Window)

1. Progress Report for the quarter ending 31 March 30 June 30 September 31 December
[as would be relevant/applicable i.e. depending on the date of commencement of the Project]

2. SDF Sanction Reference:

3. Project Title:

4. Brief Description of the Project:

[1 – 2 page summary of the project, as approved by the SDF Board, may be attached]

5. Name(s) of the Implementing/Executing agency(ies)/ organisation(s):

6. Project Implementation Period

6.1 Date of commencement:

6.2 Expected date of completion:

7.1 Summary of Project/achievements made so far in course of implementation of the Project:

7.2 Status of Project Activities achieved during the quarter:

Sl. No.	Activity(ies) expected to be accomplished during the reporting quarter	Activity actually accomplished during the quarter	Remarks <i>[e.g. in case of delays, constraints faced]</i>
1			
2			
3			
4			
5			

8. Status of Budget:

8.1 Status of Sanctioned Budget and Expenditure during the period [in MS Excel format]:

(Currency:)

Activity	Total Budget for the project	Cumulative Expenditure (i.e. incurred so far)	Budget for the year	Budget for the quarter	Actual expenditure for the quarter	Reasons for variations (in %) between (4) and (5)
	(1)	(2)	(3)	(4)	(5)	(6)
a. Procurement of Works						
a.1 Land						
a.2 Building						
a.3 Other Works						
b. Procurement of Goods						
b.1						
b.2						
b.3						
c. Engagement of Consultants						
c.1						
c.2						
c.3						
d. Establishment Costs						
d.1 Staff Costs						
d.2 Office Costs						
d.3 Other Establishment Costs						
e. Cost of Travel						
e.1 Local Travel						
e.2. Foreign Travel						
f. Training Costs						
g. Other Costs						
g.1						
g.2						
g.3						
Grand Total (a – g)						

8.2 Status of funds received from SDF during the quarter:

(Currency:.....)

Description	Amount
1. Amount received till the end of previous quarter	
2. Amount received during the quarter	
3. Interest earned, if any, during the quarter	
4. Other income, if any, during the quarter	
5. Expenses during the quarter	
6. Closing Balance at end of the quarter	

9. Status of Objectives achieved:

Sl No.	Description of Objective	Extent to which this objective been achieved during the quarter	Extent to which this objective been achieved during the project execution so far	Remarks
1				
2				
3				
4				
5				

10. Difficulties/shortcoming/constraints encountered in implementing the project during this reporting period and steps taken for mitigating the same?

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