

Government of the People's Republic of Bangladesh  
 Department of Disaster Management  
 Disaster Management Bhaban  
 92-93, Mohakhali C/A, Dhaka-1212.  
[www.ddm.gov.bd](http://www.ddm.gov.bd)

Name of the Course : Training on Strengthening Emergency Response Technique in a Disaster for DDMC

Participant: District Disaster Management Committee (DDMC) Members

Number of participants: 60 Persons

Vanue: Conference Room, DC Office

Duration : 01 day

Arranged by: Department of Disaster Management

Financial Year: 2021-2022

<b>Budget for Strengthening Emergency Response Technique in a Disaster for DDMC</b>							
Sl.	Particulars/ description	Number	Rate	Total	VAT	IT (10%)	Net payment
1	Digital Banner	1	1000	1,000	150	-	850
2	Stationery for participants {(Folder, name tag, pen, note book) 60 persons x @ Tk.50/-}	60	50	3,000	225	-	2,775
3	Stationery for organizing the training (Paper, Stapler, Permanent and white board marker, Flip chart, Vip card, Maskin tape etc.)	1	500	500	38	-	463
4	Refreshment (60+6 persons x 1 day x 2 times @ Tk.40/-) [With Resource Person 1, Course Management 2 & Support Staff 3	132	40	5,280	792	-	4,488
5	Working lunch (60+6 persons x 1 day x @Tk 350/-) [With Resource Person 1, Course Management 2 & Support Staff-3	66	350	23,100	3,465	-	19,635
6	Training allowance (60 persons x @Tk.500/-)	60	500	30,000	-	-	30,000
7	Honorarium of facilitators (6 Sessions x @ Tk. 1,500/-)	6	1500	9,000	-	900	8,100
8	Honorarium of Chief Guest	1	-	2,000	-	200	1,800
9	Honorarium of Course Director (Concern DC)	1	-	1,200	-	120	1,080
10	Honorarium of Course Coordinator (Concern DRRO)	1	-	1,000	-	100	900
11	Allowance of support staff ( DC Office-2 persons & DDM Office-1 person per trg x @ Tk.500/-)	3	500	1,500	-	150	1,350
12	Miscellaneous (Documentation, Photocopy hand sanitizer, Flower, Water, etc.	-	-	1,500	225	-	1,275
<b>Total (in taka):</b>				<b>79,080</b>	<b>4,895</b>	<b>1,470</b>	<b>72,716</b>

<b>Each Batch</b>	<b>79,080</b>
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