

# SIR DORABJI TATA TRUST

Founded 1932  
Bombay House, 24 Homi Mody Street  
Mumbai 400 001

Website:  
www.dorabjitatatrust.org  
www.tatatrusts.org  
e-mail: sdtt@tatatrusts.org

Tel: 66658282  
Fax: 22826092

November 1, 2018

CCC: NUT/000/000/SDTT-FCRA/0156/DI/B023/M

Dr. Daya Krishnan Mangal  
Professor and Dean, Research Corporate  
IIHMR University  
No.1, Prabhu Dayal Marg  
Near Sanganer Airport  
Jaipur -302029

Dear Dr. Mangal,

We are pleased to inform you that the Sir Dorabji Tata Trust (herein after referred to as 'the Trust') will be engaging the services of IIHMR University (herein after referred to as 'Consultant') towards undertaking Baseline and End line evaluation of project titled 'Rice Fortification Pilot in Gadchiroli, Maharashtra'

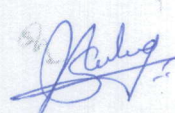
**1. Appointment and Term:**

- 1.1. The assignment will be based on the Terms of Reference (ToR) to this letter as per Annexure I.
- 1.2. The duration of this assignment is 15 months commencing from November 2018 and valid till January 2020.

**2. Professional Fees and Out of Pocket Expenses:**

- 2.1. For this assignment the Trust will pay Professional Fees of Rs. 23,74,750/- (Rupees Twenty Three Lakhs Seventy Four Thousand Seven Hundred and Fifty only), excluding taxes and subject to applicable tax deductions at source.
- 2.2. Out of pocket expenses incurred towards performance for this Assignment will be reimbursed by the Trust on actuals up to the maximum amount of Rs. 13,07,500/- (Rupees Thirteen Lakhs Seven Thousand and Five Hundred only) (reference to Annexure II) excluding taxes and subject to applicable tax deductions at source. The Trust shall reimburse the expenses only after receiving a statement along with original expense bills attached (reference to claim format Annexure III).
- 2.3. Goods and Services Tax (GST) to be paid additional as applicable at time of payment upon raising of invoice.

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- 2.4. The Consultant will be entitled to claim the Goods and Services Tax, only on submission of Goods and Service Tax payment certification and mentioning the GST number on the invoice.
- 2.5. The Trust will make the payment subject to deduction of applicable taxes, if any.
- 2.6. All payments shall be released by the Trust only upon receipt of an invoice. In case the Trust has any queries / discrepancies, the payment may be delayed. The Consultant will not be entitled to terminate the Contract on the ground of delayed payment, nor stop performing the work.

### **3. Payment Terms:**

3.1. The Professional Fees will be paid in 5 instalments.

- 30% - on signing of the Contract
- 20% - on submission of baseline assessment report
- 20% - at the time of initiation of end line survey
- 30% - on submission of end line survey report, final evaluation report and presentation

All payments will be made within 30 working days from the receipt of signed original invoice and submission of said Deliverables.

### **4. Rights in Work Product:**

- 4.1. The Consultant acknowledges that the Trust shall retain all title to and all rights in any intellectual property provided by the Trust to Consultant under this Contract. In addition, Consultant acknowledges that during the course of providing services to the Trust it has transferred all of its right, title and interest in and all data, information, designs, know-how, software, inventions and other material and intellectual property developed or prepared by Consultant in the course of, or resulting from, the performance of such services; and/or incorporated or included in the Deliverables, but excluding any and all computer subroutines, tools, development programs, techniques, methodologies, processes, functions and objects created or developed by or for Consultant which may have been used for or in relation to such services shall vest in the Trust or such party as the Trust may designate. To the extent that title to any such Assignment may not, by operation of law, vest in the Trust all rights, title and interest therein are hereby irrevocably assigned by Consultant to the Trust. The

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Consultant shall make full and prompt disclosure and deliver entire assignment to the Trust.

The Consultant hereby grants to the Trust a royalty-free, non-exclusive, worldwide, irrevocable, transferable license to all intellectual property, not first developed by Consultant in the course of, or resulting from the performance of the work but which is incorporated in any Deliverable provided by the Consultant to the Trust hereunder. The Consultant shall notify the Trust promptly in writing in the event the Consultant determines it will so incorporate any material not first developed by the Consultant hereunder and warrants that it will not incorporate any third party material in any Deliverable without the prior written consent of the Trust.

## **5. Outstation Travel:**

- 5.1. The Consultant may be required to travel, which would incur expenditure. Subject to the maximum amount mentioned in clause no:2.2, the reimbursement of the Out of Pocket Expenses post travel should be submitted along with all original bills and an invoices with a detailed statement, post obtaining sanction from the concerned representative of the Trust
- 5.2. Travel: Air (Economy)/ Rail (2/3 tier, if not available then 1st AC)
- 5.3. Lodging: 3 Star (Standard)
- 5.4. The original bills and invoices should be submitted for reimbursement within 30 working days of travel undertaken, along with a detailed statement and an invoice.

## **6. Assignment:**

- 6.1. During this Contractual period, no work related to this assignment will be outsourced or assigned to any third party without consent of both the parties.
- 6.2. In case the Consultant is unable to perform the assignment, they may invoke the termination clause with specifying the reason. The Trust in this case reserves the right to withhold the payments and may also call upon the Consultant to refund the instalment amount paid, as damages.

## **7. Regulatory and Compliance Standards:**

- 7.1. The Consultant shall perform the services diligently exercising due care and in accordance with the terms as may be specified by the Trust and in accordance with the legislation and prevailing Indian laws, as applicable. In particular, the



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Consultant will properly store any personal data that may come into possession and control in the course of this assignment and will hand-over or destroy such

data, in accordance with the Trust's instructions, and in conformity with applicable law. The Consultant shall not allow any other person to use any personal data that may come into possession or control, for any commercial purpose.

## 8. Confidential Information:

8.1 The Consultant shall retain in confidence and shall not, without the prior written consent of the Trust, disclose in any manner or use, except in the performance of its services under this Contract, any materials disclosed to Consultant by the Trust or developed by Consultant for the Trust, including information of the Trust or partners or affiliates and all Work Product and Prior Work Product (collectively "Confidential Information").

8.2. This Section shall impose no obligation upon the Consultant with respect to any Confidential Information: (a) in the public domain at the time received by the Consultant; (b) which enters the public domain other than by breach of the Consultant's obligations hereunder; (c) known to the Consultant prior to receipt from the Trust; (d) received by the Consultant from a third party if such third party has the right to make such disclosure; or (e) independently developed by the Consultant without access to Confidential Information.

## 9. Representatives:

9.1 In order to have smooth functioning of this assignment, the contact officials would be:

| For Sir Dorabji Tata Trust                                                                                                 | For IIHMR University                                                                      |
|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Name of the Official:</b> Nachiket Sule                                                                                 | <b>Name of the Official:</b> Dr. D.K. Mangal                                              |
| <b>Office Add.:</b> Tata Trusts, 26 <sup>th</sup> Floor,<br>World Trade Centre, Centre 1, Cuffe<br>Parade, Mumbai - 400005 | <b>Office Add.:</b> No 1, Prabhu Dayal<br>Marg, Near Sanganer Airport, Jaipur -<br>302029 |
| <b>Contact No.:</b> 9970265262<br><b>Office:</b> 022 61358282                                                              | <b>Contact No.:</b> 98291 22377<br><b>Office :</b> 91-141-3924700                         |
| <b>Email:</b> <a href="mailto:nsule@tatatrusters.org">nsule@tatatrusters.org</a>                                           | <b>Email:</b> <a href="mailto:mangaldk@iihmr.edu.in">mangaldk@iihmr.edu.in</a>            |

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9.2. In case of change, the same would be intimated in writing.

## 10. Governing Law:

10.1. This Contract shall in all respects be governed by the laws of India and any dispute arising out this Contract between the Parties shall be submitted to the exclusive jurisdiction of Courts of Mumbai, India. However, nothing in this Contract shall be deemed to limit or prohibit the Trustees / Trust from initiating criminal/ civil proceedings at any place within and outside India, in respect of any act or omission on your part which constitutes a criminal offence under applicable law.

## 11. Indemnification:

11.1. The Consultant shall indemnify and hold the Trust and its affiliates and the respective Trustees, officers, Directors, employees, agents, successors and assigns, harmless from and against any and all claims, demands, actions, losses, liabilities, damages, costs and expenses (including, but not limited to, reasonable attorneys' fees) arising out of or resulting from (i) Consultant's gross negligence or willful misconduct or breach of any undertaking, covenant, representation or warranty contained in this Contract or (ii) the actual infringement of any patent, trademark, copyright, trade secret or other intellectual property right in connection with any Work Product, including any Deliverable, furnished to the Trust by the Consultant pursuant to the terms of any Task Order, or the use thereof by the Trust. Consultant agrees to defend any indemnified party at the Trust's request, against any such claim, demand or suit.

## 12. Health and Accident Insurance:

12.1. The Consultant is to make sure that there is adequate protection in the form of health and accident insurance for the officials prior to this assignment been taken and the Trust will not be liable or in any way be responsible for costs associated with unlikely eventualities like emergency medical problems, sickness, accidents etc. which may occur during the course of the assignment, in particular during the field visits.

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## 13. Acceptance of Deliverables:

13.1. All Deliverables under each Task Order shall be subject to acceptance by the Trust to verify that the Deliverables satisfy the expected outcomes set forth in Annexure I. If a work fails to set forth acceptance criteria for any Deliverable, acceptability of such Deliverable shall be based on the Trust's reasonable satisfaction with the Deliverable. The Trust shall give the Consultant within 10 days of receipt of the Deliverable, written notice, if the Trust determines that a Deliverable does not conform to the expected outcome. The Consultant shall, at no cost to the Trust, promptly correct any deficiencies. Upon completion of the corrective action by the Consultant, the Trust will reconsider acceptance of the Deliverable. If the Deliverable still does not conform to the expected outcome, the Trust may (i) immediately terminate the applicable Task Order without any further obligation or liability of any kind and the Consultant shall immediately reimburse the Trust any amounts paid thereunder; or (ii) require the Consultant to continue to attempt to correct the deficiencies, reserving the right to terminate at any time.

## 14. Notices:

14.1 All notices that the Trust or the Consultant may give to the other pursuant to this Contract shall be in writing and shall be hand delivered or sent by registered or certified mail postage prepaid, return receipt requested or by overnight courier service, postage prepaid, to the parties at the addresses provided above or to such other address as either party shall designate by written notice given in accordance with this Section.

## 15. Force Majeure:

15.1 Any delay or failure in the performance by either Party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Contract, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts such as war, strike, riots, crime or act of God (Ex: flooding, earthquake, volcano).

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## 16. Termination of Contract:

16.1. This Contract may be terminated by either side by giving at least one month's prior notice in writing to other Party. Termination of this Contract shall not relieve either party of any obligation accrued prior to the termination date.

16.2. During the notice period either parties shall handover the documents/ information to the other side.

16.3. The Trust will be entitled to immediately terminate this Contract in case the Trust finds that:-

16.3.1. The quality of the services provided by your organization proves unacceptable to the Trust and/or;

16.3.1. The behavior of the Consultant unreasonably conflicts with any local customs, religions or politics.

## 17. Jurisdiction:

17.1. This Contract is subject to exclusive jurisdiction of the courts in Mumbai, India.

## 18. General:

18.1 The relationship between the parties shall be principal to principal, it being clearly understood that this is a "Contract for services" and not a "Contract of services" and does not create and shall not be deemed to create any partnership, joint venture, employer-employee or a principal agent relationship between the Consultant and the Trust.

18.2 The Consultant shall not be entitled to, by act, word, and deed or otherwise make any statement on behalf of the Trust or in any manner bind the Trust or hold out or represent that your organization is representing or acting as agent to the Trust. The Consultant is and shall always remain an independent entity. The employees of the Consultant shall always be and remain the employees of the Consultant and the Trust shall at no point of time be construed as their employer.

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If the Consultant agrees to the aforesaid terms, they are requested to return the duplicate copy of this Contract duly signed.

For IIHMR University

For Sir Dorabji Tata Trust

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: Dr. Pankaj Gupta

Name: Mrs. R. F. Savaksha

Designation: President

Designation: Secretary & Chief Financial Officer

Location: Jaipur

Location: Mumbai

Date: 07-12-18

Date:

Payment to be made in favour of  
Name of the Bank  
Address of the Bank Branch

IIHMR University  
HDFC Bank  
Shop 13-15, Opp Sanganer police station,  
Airport Circle, Behind Shani Mandir,  
Jaipur, Rajasthan  
SB-Institution  
HDFC0004722

Type of Account  
IFSC Code of the Bank Branch

(A blank cancelled cheque should accompany the bank details)

Income Tax PAN/GIR/TIN No

AAAJI0480N

GSTIN

08AAAJI0480N120



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## Annexure I

### Terms of Reference

#### **Background**

Tata Trusts are public charitable Trusts and their primary objective is to impact the quality of life of the community. Trusts have been working on range of thematic areas such as Health, Education, Media & Arts, Natural Resources & Livelihoods, and Urban Poverty.

#### **Rice Fortification Pilot in Gadchiroli, Maharashtra**

##### 1. Background and context

##### a. Program Objectives:

##### Background:

Anemia is one of most common micronutrient deficiencies, affecting approximately 1.6 billion people worldwide. Anemia most commonly caused by Iron deficiency or low intake of iron rich foods which include green leafy vegetables, cereals, millets and other animal protein such as eggs and poultry. Anemia can also be caused due to deficiency of other micro nutrients such as Vitamin B12 and Folic acid which are essential building blocks for growth of fetus, adolescent girls and growing children, the absence of which, develop adverse effects include increased mortality (especially during childbirth), impaired cognitive development among children, chronic fatigue, and reduced lifetime earnings.

Research has shown that under ideal (controlled) conditions, anemia can be reduced by consumption of iron-fortified food and other micro-nutrients. However, much less is known about the effectiveness of such interventions under actual program conditions on a large scale.

Tata Trusts wish to propose to demonstrate reduction in anemia and other micronutrient deficiencies in Maharashtra, through a rigorous impact evaluation of an intervention aimed at providing micronutrient fortified rice through the Public Distribution System (PDS) of Maharashtra.

All households across the state of Maharashtra are entitled to rice sold at subsidy as per National Food Security Act. There are two key advantages of providing fortified rice through the PDS. First, the PDS provides an effective method for reaching out to the vulnerable individuals (particularly relative to a more targeted approach such as school meals). Second, this scheme will strongly facilitate micronutrient intake.



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because the end-user does not need to modify behavior in any way. By providing fortified rice through the PDS to end beneficiaries with no change in taste, preparation makes it most viable form to address anemia across the state of Maharashtra.

## Proposed Program:

The Tata Trusts proposes to address the two key programmatic challenges described above using a fortification technology shown to be efficacious in reducing iron deficiency anemia. We will leverage the existing state-run public distribution system (PDS) for rice to provide fortified rice using a domestically manufactured "rice grain" called Fortified Rice Kernel (FRK). FRK is grain made from rice flour, highly enriched with iron and other micronutrients (Folic Acid and Vitamin B12 Vitamin B1), and shaped like a conventional grain of rice. It is mixed into conventional rice in specified ratios (1 grain of FRK per 100 grains of conventional rice). Rice is very similar to conventional rice in appearance and taste.

The blending for Fortified Rice kernels (FRKs) with micronutrients Vitamin B12, Folic Acid and Iron, as per FSSAI norms & guidelines outlined in 2016, can be undertaken at miller premise located across the 3 districts of Gondia, Gadchiroli and Chandrapur in Maharashtra.

Our proposed approach addresses the two key challenges identified above.

1. **First, it eliminates the need for any changes in end-user behaviour.**  
Households will continue to obtain/ purchase rice from exactly the same source (the PDS) as they are doing now and will cook and consume rice exactly as they currently do.
2. **Second, using the existing government distribution channel has two important virtues.** One is that no new supply-chain required to be created, thereby reducing logistical challenges. The other is that if our intervention reduces anemia, scaling-up will be more straight-forward than with other interventions because the PDS reaches the population of the entire state.



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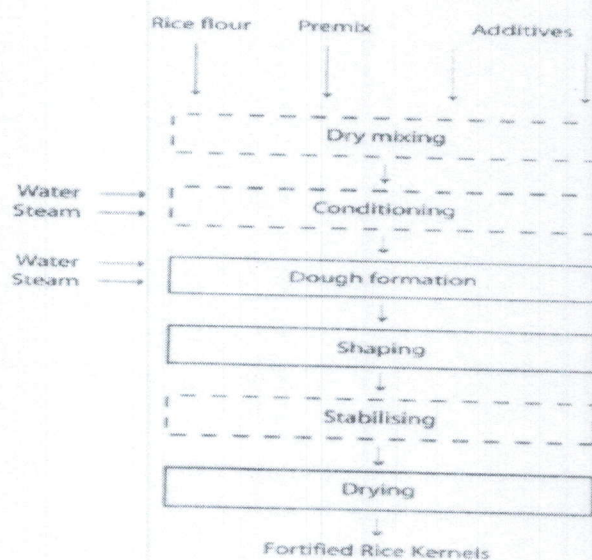
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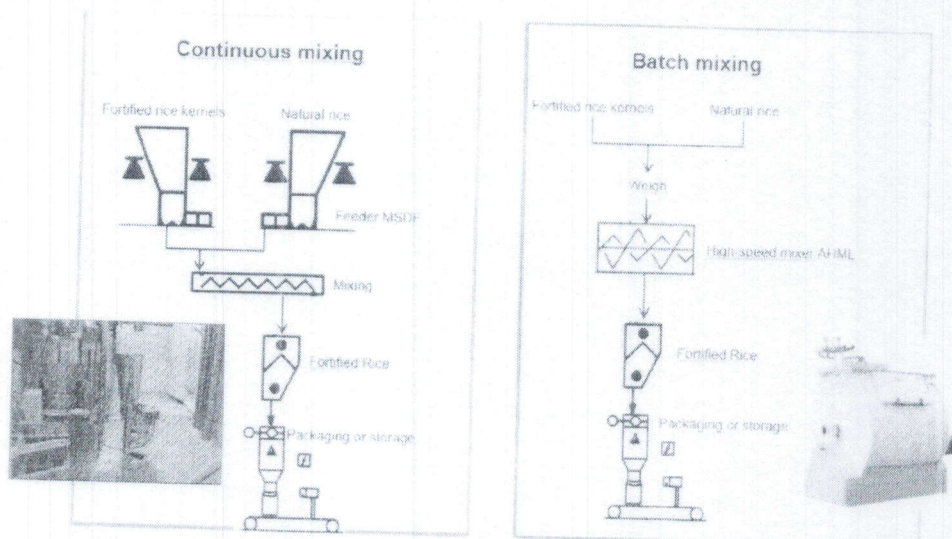
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The following are manufacturing processes involved to produce Fortified Rice at the miller premise.

## Step 1: Basic Extrusion step of producing Fortified Rice Kernels



## Step 2: The proposed two alternative of blending FRK with rice at millers premise.



*Signature*

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## Proposed coverage:

|                                                                            | Kurkheda       | Bhamragad      | Total          |
|----------------------------------------------------------------------------|----------------|----------------|----------------|
| Population (2011 Census)                                                   | 85697          | 35950          | 85697          |
| Number of Villages                                                         | 127            | 128            | 127            |
| No. of Fair Price Shops                                                    | 98             | 49             | 147            |
| <b>Number and type of Ration Cards getting rice</b>                        |                |                |                |
| Antyodaya Anna Yojana cardholders                                          | 10034          | 4823           | 10034          |
| Priority Household cardholders                                             | 4552           | 1384           | 7916           |
| <b>Total Ration Cards</b>                                                  | <b>14586</b>   | <b>6207</b>    | <b>17950</b>   |
| <b>Monthly allocation of rice (in Quintals as reported for April 2018)</b> |                |                |                |
| Antyodaya Anna Yojana cardholders                                          | 3006.38        | 1422           | 4428.38        |
| Priority Household cardholders                                             | 902.8          | 406.48         | 1309.28        |
| <b>Total Allocation</b>                                                    | <b>3909.18</b> | <b>1828.48</b> | <b>5737.66</b> |

### b. Duration of the intervention:

The duration of the project is 19 months starting from July 2018.

### c. Key Stakeholders:

- Tata Trusts
- District Collectorate, Gadchiroli
- Food and Civil Supplies Department, Maharashtra

### d. Current Status:

The program is currently in its preparatory phase. The on-ground activities have been initiated from July 2018.

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## 2. Program Fact Sheet

|                       |                   |
|-----------------------|-------------------|
| <b>Program Status</b> | In Implementation |
|-----------------------|-------------------|

| <b>Program Details</b>                                              |                                                                   |
|---------------------------------------------------------------------|-------------------------------------------------------------------|
| Program Name                                                        | Rice fortification project, Gadchiroli                            |
| Program Start Date                                                  | July 2018                                                         |
| Program End Date                                                    | January 2020                                                      |
| Program Officer                                                     | Ms. Sonal D' Souza                                                |
| Grantee Name/ Direct Implementation                                 | Direct implementation                                             |
| Portfolio / Platform                                                | Health                                                            |
| Theme                                                               | Nutrition                                                         |
| Sub-Theme                                                           | Fortification                                                     |
| Area of Implementation (Zones/ States/ Districts/ Blocks/ Villages) | Kurkheda and Bhamragad blocks of Gadchiroli district, Maharashtra |

## 3. Assessment objectives:

The AIM team requires an external agency/ Consultant to provide an independent assessment for the 'Rice fortification project, Gadchiroli, Maharashtra. The agency/ Consultant will be responsible to develop and carry out baseline and endline evaluation of the project in accordance with the following objective:

- Understand the effect of fortified rice supplied through Public Distribution System (PDS) on haemoglobin levels of consumers in Kurkheda and Bhamragad blocks of Gadchiroli district
- Assess the change in haemoglobin levels of consumers receiving fortified rice and understand the attributable change due to fortified rice
- Understand operational feasibility of the program and barriers in implementation

## 4. Scope of work:

The objective of this exercise is to evolve an evaluation framework for the said project with the above set objective. The Consultant/ Agency will be responsible for creating an overall evaluation framework and conduct a baseline and end line evaluation of the



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program. The Consultant will submit a conceptualization report about the design, data collection, collation and analysis to the Trusts for undertaking this study.

## 5. Approach and methodology:

- Develop a thorough understanding of the project by reviewing project documents available and through discussions with the concerned program team of the Trusts for formulating the finalized methodology.
- Desk review and analysis of the existing data to clearly define the demographics of the target beneficiaries. Develop a suitable methodology with a sampling plan, based on a scientific approach, ensuring significant representation of key stakeholders to conduct the study.
- Develop detailed travel schedules and work plans in consultation with the AIM team and the program team.
- Hire appropriate local survey agencies, undertake their capacity building for data collection and collation processes.
- Field visits must include the following:
  - Interaction with key stakeholders - Beneficiaries, PDS shop owners, community, Implementation team, Government officials.
  - Visit and assess PDS shops in the selected district.
  - Review the existing system of distribution through PDS.
  - Data collection based on methodology.

## 6. Timing and deliverables for

| S. No. | Activity                                                                                                 | Deliverables        | Time (Days) |
|--------|----------------------------------------------------------------------------------------------------------|---------------------|-------------|
| 1      | Review of literature                                                                                     | Assessment preamble | 5           |
| 2      | Development of methodology                                                                               | Inception report    | 10          |
| 3      | Baseline survey<br>(includes hiring of survey agency, capacity building of survey agency & program team) | Baseline report     | 40          |
| 5      | Endline survey<br>(includes hiring of survey agency, capacity building of survey agency & program team)  | Endline report      | 40          |
| TOTAL  |                                                                                                          |                     | 95          |



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For the baseline and endline survey, the agency/consultant is required to provide the following outputs:

- a. An assessment preamble that summarizes your understanding of the interventions and the expectations from the assessment
- b. Inception report post desk review with detailed methodology, tools and travel plan
- c. Minutes of Meetings - Summary of field visit (not more than two pages)
- d. Reports submitted should include a 2 page executive summary, detailing the methodology adopted, sampling, areas visited, detailed analysis and findings, conclusions and limitations and/or challenges of the evaluation. Other necessary documents can be annexed appropriately.
- e. A presentation of findings for debriefing the program team

## 7. Team composition & competencies

We are looking for the following team composition:

- a. Project lead – ideally a person with strong assessment/ evaluation expertise. Strong background in designing impact studies/ assessment methodologies, sampling and data analysis and expertise in fortification projects/ public health nutrition
- b. Support team – apart from the project lead, the agency shall provide an M&E expert, a Research investigator with experience in public health nutrition and a researcher with experience in systems strengthening projects and field staff as required for data collection.

## 8. Assessment and reporting timelines

The agency is expected to begin the activity by November, 2018.



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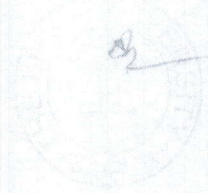
## Annexure II

### Detailed Professional Fees (inclusive of Out of Pocket Expenses)

| Head                                                         | Total Cost (Rs.)  |
|--------------------------------------------------------------|-------------------|
| Professional Fees                                            | 23,74,750         |
| Out of Pocket Expenses<br>(on Actuals subject to<br>maximum) | 13,07,500         |
| <b>Total</b>                                                 | <b>36,82,250*</b> |

\* Taxes as applicable

Rd



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## Annexure III

### Expense Summary

For Claiming Reimbursements

(Summary is consolidation of Schedule A, B & C)

*(All claims must be strictly submitted using Annexure 3 format only)*

|                                    |  |
|------------------------------------|--|
| Agency/ Entity/Consultant<br>Name: |  |
| Claim Date (From):                 |  |
| Claim Date (To):                   |  |
| Approved Budget Per<br>Day:        |  |
| Purpose of Visit:                  |  |
| Trust                              |  |

| Sr. No               | Particulars                                                  | Schedule | Amount |
|----------------------|--------------------------------------------------------------|----------|--------|
| 1                    | Travel Reimbursement                                         | A        | Rs.    |
| 2                    | Expenses on Boarding, Lodging and<br>Telecommunication costs | B        | Rs.    |
| 3                    | Local travel expense claim                                   | C        | Rs.    |
| Total Amount Claimed |                                                              |          | Rs.    |

Certified that the above mentioned amount has been actually spent by me in the course of my assignment.

Date:

Signature of Claimant

For Tata Trusts Office Use only:

Recommended by (Name & Signature):

Passed for Payment of Rs



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## Annexure III

### Reimbursement Claim

#### Schedule A – Travel reimbursement

Please list details of Air/ Train/ Bus travel

| Sr. No       | Date | From | To | Mode of Travel | Amount Claimed (Rs.) |
|--------------|------|------|----|----------------|----------------------|
|              |      |      |    |                |                      |
|              |      |      |    |                |                      |
|              |      |      |    |                |                      |
| Total Amount |      |      |    |                |                      |

Note: Photocopies/Originals of Train/Bus Ticket and/or the Airline ticket leaf must be attached with this.

#### Schedule B - Expenses on Boarding, Lodging

| Date         | Particulars | Supporting Voucher No | Amount claimed (Rs.) |
|--------------|-------------|-----------------------|----------------------|
|              |             |                       |                      |
|              |             |                       |                      |
|              |             |                       |                      |
| Total Amount |             |                       |                      |

#### Notes:

1. The following expenses are non-reimbursable and should be reduced by the Claimant: (a) Cigarettes, Alcoholic Beverages etc. (b) Laundry; (c) Entertainment and Sight-seeing; (d) Medicines and; (f) any other expenses not as per Contract.
2. All Back-up vouchers should be clearly numbered and securely attached with the Claim. The Trust regrets that claims against missing back-up vouchers will not be entertained.

Date:

Signature of Claimant



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## Annexure III

### Schedule C – Local travel expense claim

| Sr. No       | Date | Name of Town/City | From | To | Locations visited | Mode of transport | Amount claimed (Rs.) |
|--------------|------|-------------------|------|----|-------------------|-------------------|----------------------|
| 1            |      |                   |      |    |                   |                   |                      |
| 2            |      |                   |      |    |                   |                   |                      |
| 3            |      |                   |      |    |                   |                   |                      |
| Total Amount |      |                   |      |    |                   |                   |                      |

Notes:

1. If a tourist taxi is hired for the day on justifiable grounds, the bill and the receipt from the agent must be procured giving details of the distance travelled, rate/km. and the time spent. The claimant should also note down the names of all locations visited on the bill.
2. Certified that the above expenses claimed have actually occurred as per the details given above.

Date:

Signature of Claimant



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| PURPOSE OF TRAVEL |                                                                                                                                                                                                                                                                                                                                          |                                                                                                |       |                                |                                      |                                                        |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------|--------------------------------|--------------------------------------|--------------------------------------------------------|
| No.               | Category                                                                                                                                                                                                                                                                                                                                 | Name of Grantee/Project Name/<br>Initiative/ Program being developed<br>(Please abbreviations) | Place | Programme/ Cost<br>centre code | Employee/ consultant<br>reference no | Brief Description of<br>the work done during<br>travel |
| I                 | <b>Pre assessment and<br/>program development</b><br>Visits made before<br>sanctioning of project or<br>grant.<br>(1) Pre-assessment of<br>projects that have not yet<br>been sanctioned<br>(2) Scoping of Direct<br>Implementation project                                                                                              | 1                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 2                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 3                                                                                              |       |                                |                                      |                                                        |
| II                | <b>Project<br/>Monitoring/Evaluation<br/>and Implementation</b><br>All visits undertaken for<br>current grants and direct<br>implementation during the<br>project or grant period<br>including inter office<br>project planning visits.                                                                                                  | 1                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 2                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 3                                                                                              |       |                                |                                      |                                                        |
| III               | <b>Post grant reviews<br/>including impact<br/>assessments</b><br>All travel undertaken after<br>completion of project                                                                                                                                                                                                                   | 1                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 2                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 3                                                                                              |       |                                |                                      |                                                        |
| IV                | <b>Employees capacity<br/>building expenses</b> (in the<br>nature of participation in<br>seminars, conferences,<br>academic courses,<br>exposure visits and like<br>wise)<br>to be filled if the expense is<br>not covered by the existing<br>program budget and has<br>been approved as per the<br>preavailing authroization<br>matrix. | 1                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 2                                                                                              |       |                                |                                      |                                                        |
|                   |                                                                                                                                                                                                                                                                                                                                          | 3                                                                                              |       |                                |                                      |                                                        |

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

RJ



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## Name of Employee:

Employee/consultant reference number

PROGRAMME ID/ COST CENTER

Date of Submission:

Details of Advance Taken:

Advance taken from (Trust Name):

Advance Amount:

Net Amount Payable/ to be returned :

Please attach supportings: Hotel Bills/Food Bill/Taxi Bill/Ticket/Boarding Card.

Signature of Claimant:

Claim APPROVED by Authorised Signatory:

Date: \_\_\_\_\_

*[Handwritten signature]*

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Authorised Signatories

Please sign above signature line and return it

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