

USHA INTERNATIONAL – GURGAON

(Usha Social Services)

O/O No :

Dated : 01.05.2019


Subject : Addendum to the NFA 2018/10759 Dated 26 June 2018 for hiring trainer to conduct training for USHA-WII Training cum production center in Narora, Bulandshahr


1. Background/Purpose:

- A. An NFA was taken for opening Training cum production center in partnership with Wildlife Institute of India (WII).
- B. As per schedule, Second advance level sewing and stitching training has to be given to women.
- C. We had planned to depute our company run school teacher for conducting training
- D. However teacher is not in position to conduct the training
- E. Hence an additional trainer has been identified to conduct training for 10 days.
- F. This training is being conducted in Narora, Bulandshahr
- G. We need to pay following expenses as per the table.
- H. An advance of Rs. 15,300 /- to be issued to USS Program Coordinator UP Based against the training. Which will be settled against actual submission of bills.
- I. These expenses will be out of the Silai School Budget, 2019-20

Particular	Amount
Trainer travel (to and fro) from location	RS 2000
Trainer honorarium for 7 days @ 700 per day	RS 4900
Trainer's lodging and food expenses @ 1200 per day	RS 8400
TOTAL	RS 15,300

SUBMITTED FOR APPROVAL


(Alok Shukla)

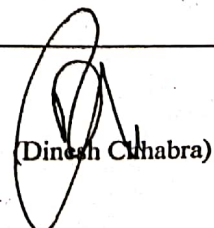

(Priya Sonaiya)


(Mohit Donter)

The above proposal is hereby approved

03 MAY 2019

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(Dinesh Chhabra)