**Annex-04**

**Quarterly Report**

For the quarter of …………….…to …………………….. 20…..

Cover Page

Table of Contents

Executive Summary

1. Project title:
2. Principal Investigator/Co-principal investigator:
3. Full address with phone and e-mail:
4. Duration of the project: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Total approved Budget (Taka): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Methodology followed:
7. Analysis of the information /data:
8. Major outputs and recommendations/remarks

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Major technical activities of the quarter | Outputs | Recommendation/ remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Financial Progress in the current quarter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Major Head | Fund released in this financial year (Tk.) | Expenditure in this quarter (Tk.) | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Progress of Procurement in the current quarter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Item(s) of Procurement | Achievements | % of achievements | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Work plan for the next quarter

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Major activities | Months of the quarter | | | Remarks |
|  |  | …….. | ……. | …….. |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Problems/ Constraints

Signature of the Principal Investigator

Date ………………………….