**Annex-06**

**Annual Report**

For the Year: From ………… ………. to ………………… ………….

Cover Page

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Executive Summary (Maximum 1 Page)

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): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total fund released (Tk): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total fund Spent (Tk): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unspent fund (Tk.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Methodology followed:
2. Analysis of the information /data (supported by tables, result & discussion, research achievements, highlights and photos):
3. **Major outputs and recommendations/remarks**

|  |  |  |  |
| --- | --- | --- | --- |
| Sl. No | Major technical activities performed | Achievements so far | Remarks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Progress of Procurement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No | Plan of Procurement | Achievements | % of achievements | Remarks |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Financial Progress**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No | Major Head | Fund released (Tk.) | Expenditure (Tk.) | Balance (Tk) | Remarks |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **HRD/ Training**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Title (Higher degree/ training) | Status | | No. of participants | Identity of incumbent / resource persons | Remarks |
| Target | Actual |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Reporting**

|  |  |  |  |
| --- | --- | --- | --- |
| **Report type** | **Date of submission as per Plan/ schedule** | **Actual date of submission** | **Remarks** |
| a. Inception report |  |  |  |
| b. Statement of expdts.(SoE)\* |  |  |  |
| c. Quarterly report(s)\* |  |  |  |
| d. Six monthly report |  |  |  |
| e. Procurement plan |  |  |  |
| f. Annual research program format |  |  |  |
| g. Field Monitoring Report(s)\*\* |  |  |  |

*\* Provide all the dates by month and quarter since start to date.*

*\*\* Conducted at the local level by implementing agencies. To be submitted by quarter.*

1. **Work plan for the next year**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No | Major activities |  |  |  |  |  |  | Remarks |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

1. **Problems/ Constraints**

Signature of the Principal Investigator

Date ………………………….