STANDARD FORM OF SOP



SF 3.10A: Details of Centre in-charge and trainers

A print version is given below

Manpower at the beginning of the project

Manpower at the beginning of the project will be reported as per SF 3.3A: Project execution readiness assessment, which will be reproduced here.

Changes in project manpower

In addition by the 5th every month PIA will report data on changes in manpower in the previous month as per format given below:

As on: (last date of the month)

	The official trace of the month.					
Sl. No.	Category of staff	No. staffs available at the beginning of month	Accretion	Deletion	Staffs available at the closing of month	
1	Centre in-charge					
2	Trainers					