

REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE

1. Sanction Order No and date :
2. Name of the PI :
3. Total Project Cost :
4. Revised Project Cost :
(if applicable)
5. Date of Commencement :
6. Statement of Expenditure :
(Month wise expenditure incurred during current financial year)

| Month & year | Expenditure incurred/ committed |
|-------------------------|--|
| | |

1. Grant received in each year:
 - a. 1st Year :
 - b. 2nd Year :
 - c. Interest, if any :
 - d. Total (a + b + c) :

Statement of Expenditure

(to be submitted financial year wise i.e. DOS* to 31st March of that financial year say 20XX, 01-04-20XX till 31.03.20XX+1year and so on)

| Sr No | Sanctioned Heads | Total Funds Allocated (indicate sanctioned or revised) (III) | Expenditure Incurred | | Total Expenditure till.. (VII = IV + V + VI) | Balance as on (date) (VIII = III - VII) | Requirement of Funds upto 31 st March next year | Remarks (if any) |
|-------|------------------|---|------------------------------|-----------------------------|---|--|--|------------------|
| | | | 1 st Year (IV) | 2 nd Year (V) | | | | |
| 1. | Consumables | | | | | | | |
| 2. | Travel | | | | | | | |
| 3. | Contingencies | | | | | | | |
| 4. | Others, if any | | | | | | | |
| 5. | Equipment | | | | | | | |
| 6. | Total | | | | | | | |

Name and Signature of Principal Investigator:

Date:

Signature of Competent financial authority: _____

(with seal)

Date: _____

* DOS – Date of Start of project