

Bengal Engineering and Science University, Shibpur
Application for Transfer of Next Phase Amount of the Sanctioned Project

1. (a) Name of Principal Investigator/ Chief Investigator/ Project Coordinator of the Project & Designation : _____
 (b) Department/School/Centre : _____
2. (a) Title of the Project : _____

- (b) Sponsoring agency and type : _____
- (c) Total Amount Sanctioned for the Project
- | | | |
|------------------|--------------|-------------|
| Project Cost (X) | Overhead (Y) | Total (X+Y) |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : No. _____ | | Date: _____ |
- (d) Sanctioned Order (Please enclose copy of the Order)
- (e) Total Duration of the Project : _____
3. (a) Grant Released Letter (Please enclose copy of the Letter)
- | | |
|----------------------------------|-------------------------|
| : No. _____ | Date: _____ |
| : Cheque/DD/E-Transfer No. _____ | Date: _____ Bank: _____ |
- | | | |
|------------------|--------------|-------------|
| Project Cost (x) | Overhead (y) | Total (x+y) |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : Rs. _____ | Rs. _____ | Rs. _____ |
| : Rs. _____ | Rs. _____ | Rs. _____ |
- (b) Amount released from the Sponsoring Agency
- 1st Phase : Rs. _____
- 2nd Phase : Rs. _____
- 3rd Phase : Rs. _____
- 4th Phase : Rs. _____
- 5th Phase : Rs. _____
- 6th Phase : Rs. _____
- 7th Phase : Rs. _____
- (c) Total Amount received so far : Rs. _____
- (d) Balance to be released : Rs. _____
- (e) Bank, Branch & Project A/C No. : _____
4. (a) Official Date of Implementation/ Commencement of the Project : _____
- (b) Date of DAC* meeting for report of sanctioned project : _____
- (c) Date of RAC# meeting (Please enclose copy of the minutes of the meeting) : _____

 (Principal Investigator/ Chief Investigator/ Project Coordinator)
 Date: _____

 (HoD / DoS / HoC)
 Date: _____

seal

(For DRC Office use only)

A1. Checked and verified.

 (Dealing Assistant, Office of DRC)

Date: _____

B1. To: The Finance Officer, BESUS

Please arrange to issue cheque(s) for amount(s) mentioned against Para 3(b) above to the undersigned.

Date: _____

(Director of Research & Consultancy)

(For the use of Finance Officer)

C1. Chief Cashier

(i) Please pay Rs. _____ to 'PROJECT ACCOUNT'. (A/C No 1532010005180, UBI, BESUS Br.) from A/C No. _____ UBI, BESUS Br. Ref. File No. _____

(ii) Please pay Rs. _____ to _____, A/C No. _____ from A/C No. _____ UBI, BESUS Br through Cheque No. _____ Date: _____

C2. Director (R&C)

Enclosed please find the cheque amounting Rs. _____ through Cheque No. _____ Date: _____

Date: _____

(Finance Officer)

Note:

- Amount to be transferred to 'OVERHEAD ACCOUNT'. (A/C No 1532010005173, UBI, BESUS Br.) Rs. _____ from 'PROJECT ACCOUNT' through Cheque No. _____ Date: _____
- Remaining amount as Project Cost to be transferred to 'PI's Project Account' Rs. _____ from 'PROJECT ACCOUNT' through Cheque No. _____ Date: _____

Copy to:

D1. Principal Investigator/Chief Investigator/Project Coordinator, Prof. _____ - for information

D2. File No. _____

Date: _____

(Director of Research & Consultancy)

* Departmental Academic Committee

Research Advisory Committee