



Institute Project Code: DRC/_____

(Agency-Type) / (Dept.)/ (PI) / (Sl. No.) / (Fin.Yr.)
(For office use only)

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
Application for **Transfer of First Phase Amount** of the Sanctioned **PROJECT**

1	Name & Designation of Principal Investigator			
2	Department/School/Centre			
3	Title of the Project (<i>in brief</i>)			
4	Sponsoring Agency and Type (GST number, if available)			
5	Total Amount Sanctioned for the Project	Project Cost (X)	Overhead (Y)	Total (X+Y)
		Rs.	Rs.	Rs.
6	Sanctioned Order No. & date (<i>Please enclose copy of the order</i>)			
7	Duration of the Project			
8	Grant Released Letter (<i>Please enclose copy of the Letter</i>)	No. & Date		
		Cheque/DD/E-Transfer No.	Date:	Bank Name
9	Total amount released from the Sponsoring Agency as First Phase	Project Cost (x)	Overhead (y)	Total (x+y)
		Rs.	Rs.	Rs.
10	Balance to be released	Rs.	Rs.	Rs.
11	Official Date of Implementation/Commencement of the Project			
12	Date of Departmental Academic Committee (DAC) meeting for report of sanctioned project			

13. Proposed allocation for utilization of the released amount (Sl. No.9) [Strictly as per sanction order of the funding agency. If not available, allocation should be approved by the Director on the recommendation of the Dean, Research & Consultancy]

Sanctioned Head of Account	Amount Allocated (Rs.)

(Signature & date of Principal Investigator)

(Signature & date of Head of the Department)

For the use of office of the Dean (R&D)

The information as stated above are verified with the supporting documents. Forwarded to the Central Accounts with a request to transfer the fund to the **“IIEST SHIBPUR R&D A/C – I (A/c No. 1532010005180, UBI, BESUS Br.)”**.

(Dealing Assistant, Dean, R&C Office)

Dy. Registrar (R&C)

(Dean, Research & Consultancy)

For the use of Central Accounts

Cheque / NEFT No. _____ Date _____ Rs. _____

Dealing Assistant

Assistant Registrar (Accounts)

Dy. Registrar (Finance) / Finance Officer (Actg.)