



Indian Institute of Engineering Science and Technology, Shibpur
Application for Closing of Bank Account of the Sanctioned Project / Research Scheme

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:	
: Proposed:	Sanctioned:	Actual:

(d) First Sanctioned Order : _____

(e) Total Duration of the Project : _____

3. (a) Last Grant Released Letter : _____

(b) Amount released from the Sponsoring Agency

Project Cost (x)	Overhead (y)	Total (x+y)
1 st Phase : Rs.	Rs.	Rs.
2 nd Phase : Rs.	Rs.	Rs.
3 rd Phase : Rs.	Rs.	Rs.
4 th Phase : Rs.	Rs.	Rs.
5 th Phase : Rs.	Rs.	Rs.
(c) Total Amount received (in actual) : Rs.	Rs.	Rs.

(d) Account Title in the Bank : _____

(e) Bank, Branch & Project A/C No. : _____

4. (a) Official Date of Implementation/ Commencement of the Project : _____

(b) Official Date of Completion of the Project : _____

(c) Date of DAC* meeting for closing of the project : _____

(d) Date of RAC# meeting for closing of the project : _____

5. (a) Present Status of the Project in brief : _____

(b) Whether Annual Progress Reports and Annual Utilization Certificates sent regularly : Yes No

(c) Whether Final Audited Statement of Account including Utilization Certificate is READY or NOT : Ready Not Ready
 Date of UC _____ Expected Date of UC by _____

(d) Whether the equipment purchased from this project entered in the Departmental Stock Book (If yes, enclose a copy of the letter to HoD/ DoS/ HoC from PI in this regard) : Yes No

 (Principal Investigator/ Chief Investigator/ Project Coordinator) (HoD / DoS / HoC)
 Date: _____ Date: _____ seal

(For DRC Office use only)

A1. Checked and verified.

 (Dealing Assistant, Office of DRC)
 Date: _____

B1. To: The Finance Officer, IEST
 In view of completion of the project, the proposal for closing of Bank Account of the aforesaid project is hereby **approved**.
 Date: _____ (Dean of Research & Consultancy)

To
The Branch Manager
UBI, BESUS Branch, Howrah-3

Sir,
 You are requested to kindly arrange for closing of the Bank Account titled _____ Bank Account No. _____ maintained by your Bank. The passbook and the unused cheque(s) etc., if any, are enclosed with this.

Date: _____
 C.C. 1. Dean of Research & Development for information and record
 2. P.I./C.I./P.C. for information (Finance Officer)