



Indian Institute of Engineering Science and Technology, Shibpur
Application for Transfer of First 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 Proposed for the Project
- | | | |
|------------------|--------------|-------------|
| Project Cost (X) | Overhead (Y) | Total (X+Y) |
| : Rs. | Rs. | Rs. |
- (d) Total Amount Sanctioned for the Project
- | | | |
|------------------|--------------|-------------|
| Project Cost (X) | Overhead (Y) | Total (X+Y) |
| : Rs. | Rs. | Rs. |
| : No. | Date: | |
- (e) Sanctioned Order
(Please enclose copy of the Order)
- (f) 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. |
- (b) Total amount released from the Sponsoring Agency as First Phase
- (c) Balance to be released
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:

University Project Code: DRC / / / / /
 (DRC) / (Agency-Type) / (Dept.) / (PI) / (Sl. No.) / (Fin.Yr.)

B1. **To: The Finance Officer, IEST**

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

Date:

(Dean 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. Cheque No. Date.

- Remaining amount as Project Cost in 'PROJECT ACCOUNT' Rs.

Copy to:

D1. Principal Investigator/Chief Investigator/Project Coordinator, Prof. – **for information**

D2. File No.

Date:

(Dean of Research & Consultancy)

* Departmental Academic Committee

Research Advisory Committee