



Indian Institute of Engineering Science and Technology, 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

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.
6 th Phase	: Rs.	Rs.	Rs.
7 th Phase	: Rs.	Rs.	Rs.
(c) Total Amount received so far	: Rs.	Rs.	Rs.
(d) Balance to be released	: Rs.	Rs.	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) (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
 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. 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: _____ (Dean of Research & Consultancy)

* Departmental Academic Committee
 # Research Advisory Committee