

Bengal Engineering and Science University, 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) / (SI. No.) / (Fin. Yr.)

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.
 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: _____

(Director of Research & Consultancy)

* Departmental Academic Committee

Research Advisory Committee