

REQUEST FOR ANNUAL INSTALMENT WITH UP-TO-DATE STATEMENT OF EXPENDITURE

1. Sanction Order No and date:
2. Total Project Cost:
3. Revised Project Cost:
(if applicable)
4. Date of Commencement:
5. Statement of Expenditure:
(month wise expenditure incurred during current financial year)

Month & year	Expenditure incurred/ committed

6. Grant received in each year:
 - a. 1st Year :
 - b. 2nd Year:
 - c. 3rd Year:
 - d. Interest, if any:
 - e. Total (a+b+c+d):

Statement of Expenditure

(to be submitted financial yearwise ie. DOS* to 31st March of that financial year say 20XX, 01-04-20XX till 31.03.20XX+1year and so on)

Sr No	Sanctioned Heads	Funds Allocated (indicate sanctioned or revised)	Expenditure Incurred			Total Expenditure IV + V + VI (VII)	Balance as on (date) (VIII) = III – (IV+V+VII)	Requirement of Funds upto 31 st March next year	Remarks (if any)
			1 st Year (DOS to 31 st March next year) (IV)	2 nd Year (1 st April to 31 st March next year) (V)	3 rd Year & so on (1 st April to project duration) (VI)				
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)			
1.	Manpower costs								
2.	Consumables								
3.	Travel								
4.	Contingencies								
5.	Others, if any								
6.	Equipment								
7.	Overhead expenses								
8.	Total								

Name and Signature of Principal Investigator:

Date:

Signature of Competent financial authority: _____

(with seal)

Date: _____

*** DOS – Date of Start of project**

Note :

1. Expenditure under the sanctioned heads, at any point of time, should not exceed funds allocated under that head, without prior approval of DST i.e. Figures in Column (VIII) should not exceed corresponding figures in Column (III)
2. Utilisation Certificate (Annexure III) for each financial year ending 31st March has to be enclosed along with request for carry-forward permission to the next financial year.