**BIRLA INSTITUTE OF TECHNOLOGY,MESRA,RANCHI**

**To be attached with Bills related to Government Project**

**Date: / /20**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Name:** |  | | | | |
| **Department name:** |  | | | | |
| **Project Code:** |  | **Date of Start** |  | **Date of End:** |  |
| **Name of payee (as per the Bank)**  **Bank Name & Address:**  **Bank A/C No.**  **IFSC code:** |  | | | | |

|  |  |  |
| --- | --- | --- |
| **HEAD WISE EXPENSE DETAILS** | **Amount** | **Page no. of Stock Register** |
| Equipment |  |  |
| Fellowship |  |  |
| Consumable |  |  |
| Contingency |  |  |
| Food & Refreshment |  |  |
| Travel Expense |  |  |
| Books & Journals |  |  |
| RPG (Overhead) |  |  |
| **Total Amount** |  |  |

**I hereby Certify that, items purchased/bills submitted are related to my ongoing project and I am personally.**

**satisfied that these goods purchased are of the requisite quality and specification, and have been purchased from a**

**reliable supplier at a reasonable price.**

|  |  |  |
| --- | --- | --- |
| **Name of P.I.** | **Name of Billing Person** | **Signature of Head** |
| **Signature of P.I.** | **Signature of Billing Person** |  |
| **Employee Code of P.I.:** |  | |
| **Mobile No. of P.I.:** |  | |

|  |  |
| --- | --- |
| Received by:  Date: | Checked By: |
| Assistant Registrar (Finance) | Assistant Registrar:  (Research & Development Cell) |
| Dean of RIE: | Registrar: |