To, Date:

The Dean RIE

B.I.T. Mesra

 Sub: Opening of a separate Ledger/account for …<Project/Funding Agency>…

Respected sir

I have received a ………………. Project funded by ……………. entitled “Project Name “

The total sanctioned amount is Rs. 000000000/- (in words) for a period of ………… years.

Further, Rs. 00000000000000/- for recuring expense has been transferred to BIT, Mesra account with

UTR No.: and transaction date: / / .

Rs. 0000000000000 /- for non-recurring expenses has been transferred to BIT, Mesra account with

UTR No.: and transaction date: / / .

So, I request you to kindly open a separate Ledger/account for this project and do the needful.

Thanks, and regards

Yours sincerely

Name of PI with contact no

Forwarded by Mentor Forward by Head

Department of Department of

Forwarded by Forwarded by

Signature of AR(SRC) AO (SRC)

 Signature of Dean (RIE)

**Birla Institute of Technology**

**Sponsored Research Cell**

**(To be submitted along with the sanction letter received from the sponsoring agency)**

**Application form for new Project Sanction Intimation & Project Code allotment**

**FINANCIAL YEAR: 202…...202….**

**Project type: Sponsored Research / Consultancy (Please ‘✓‘ )**

|  |  |  |
| --- | --- | --- |
| 1. | Name & Designation, Department of the Principal Investigator(s) |  |
| 2.  | Name & Designation of the Co-Principal Investigator(s) (if any) |  |
| 3. | Title of the research project: |  |
| 4. | Name of the sponsoring agency with address contact No. and email |  |
| 5. | Sanction letter No. & date |  |
| 6. | Total grant sanctioned |  |
| 7. | Total duration of the project |  |
| 8. |  Date of commencement of the project |  |
|  |  |

9. Instalment-wise detailed break-up of the grant sanctioned:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Heads of expenditure**  | **Total Sanction amount** | **1st Instalment (₹)** | **2nd Instalment (₹)** | **3rd Instalment (₹)** |
| Honorarium/ Fellowship/Manpower |  |  |  |  |
| Equipment |  |  |  |  |
| Consumables |  |  |  |  |
| Contingencies |  |  |  |  |
| Travel |  |  |  |  |
| Any others |  |  |  |  |
| Overhead Charges (Overhead) |  |  |  |  |
| **Total** |  |  |  |  |

10. Details of the project staff approved by the funding agency:

|  |  |  |
| --- | --- | --- |
| Name of the post | Consolidated compensation/ fellowship | No. of post |
|  |  |  |
| ***Signature of Principal Investigator*** |
| YES / NO11. Is it mandatory to have a Separate Bank Account: **(Please ‘✓‘ )** |
| ***Forwarding of the Head of the Department/Centre with Seal:*** |
|  |
|  ***Sig. of Assistant Registrar (SRC) with comments (if any):***  |
|  |
|  |
| **(To be Filled by Accounts Division of SRC)****New Project Code:****New Bank account details (if applicable):** **Name dealing Assistant:****Sig. of dealing Assistant: Sig. of Assistant Registrar (Finance)** |
|  |
| ***Signature of Dean (RIE) with seal*** |
| ***After opening of project code*** |
| **Note: After the Project code is opened, should be submitted in the office of DRIE for Signature of Dean (RIE).**  |