

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

1. Sanction Order No and date:
2. Total Project Cost: **Rs.**
3. Revised Project Cost:
(if applicable)
4. Date of Commencement: **XX/XX/20XX**
5. Statement of Expenditure:
(month wise expenditure incurred during current financial year)

Month & year	Expenditure incurred/ committed

6. Grant received in each year:

S.No.	Particulars	Amount
a.	1 st Year	Rs.
b.	2 nd Year	Rs.
c.	3 rd Year	Rs.
d.	Interest earned	Rs.
Total (a+b+c+d)		Rs.

Statement of Expenditure

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

S.No.	Sanctioned Heads	Total Funds Allocated (Indicate sanctioned or revised) Rs.	Expenditure Incurred Rs.			Total Expenditure Rs.	Balance as on Rs. 31 st March FY: 20XX	Requirement of Funds upto 31st March next FY: 20XX	Remarks (if any)
			1 st Year	2 nd Year	3 rd Year				
			DOC* to 31 st March FY: 20XX	1 st April to 31 st March next FY: 20XX	1 st April to 31 st March next FY: 20XX				
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)=(IV+V+VI)	(VIII)=(III-VII)		
1	Research Grant								
2	Overhead Expenses								
	Total								
3	Interest earned								
	Grant Total								

Name and Signature of PI

Seal & Signature of Register/ Head of Institute

Signature of Institute accounts officer

Date:

Date:

Date:

* DOC – Date of Commencement (dd-mm-yyyy):

Note:

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