**Ref. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## Research Funds Utilization Proforma

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **Name of Faculty/Officer** | | |  | | | | |
| **Designation** | | |  | | | | |
| **Department/Section** | | |  | | | | |
| **Funding Agency** | | |  | | | | |
| **Project title (If applicable)** | | |  | | | | |
| **Contact Details** | | | Cell/Office: Email: | | | | |
| **2** | **Detail of fund utilization** | | | | | | | |
| **S. No** | **Fund Utilization Details** | | | | **Quantity** | **Total Amount** | |
|  |  | | | |  |  | |
|  |  | | | |  |  | |
|  |  | | | |  |  | |
|  |  | | | |  |  | |
|  |  | | | |  |  | |
|  |  | | | |  |  | |
|  |  | | | |  |  | |
|  | Grand Total (Including all taxes) | | | | |  | |
| Note: More than one proforma may be attached for further processing. | | | | | | | |
| **3** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature of the Faculty Date Signature & Stamp of HoD/Chairman**    Director ORIC | | | | | | | |
| **4** | **Budget Position** | | | | | | | |
|  | **S. No** | | **Budget Head** | | **Total Budget** | **Utilized** | | **Available Balance** |
|  |  | |  | |  |  | |  |
|  |  | |  | |  |  | |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date Signature & Stamp of Treasurer** | | | | | | | |
| **5** | **Approval requested for:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |
| **6** | **VERIFICATION BY THE HEAD OF THE INSTITUTION** | | | | | | | |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **SIGNATURE OF VICE CHANCELLOR**  **\*** The proforma will be used for financial and administrative approval, through proper channel for the fund’s utilization purpose only as per RWU rules. | | | | | | | |