**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. |