

**REQUEST FOR ANNUAL INSTALMENT WITH
UP-TO DATE STATEMENT OF EXPENDITURE**

(Year Means Financial Year i.e. 1st April to 31st March on next year)

1. Name of the Ramanujan Fellow :
2. Sanction Letter No.& Date :
3. Total Sanctioned Cost :
4. Sanction/Revised fellowship cost :
5. Date of commencement of fellowship :
6. Date of completion of fellowship :
7. Grant received in each year . (financial)
 - a. 1st Installment Rs.
 - b. 2nd Installment Rs.
 - c. 3rd Installment Rs.
 - d. 4th Installment Rs.
 - e. 5th Installment Rs.
 - f. Interest Rs.
 - g. **Total Rs.**

**NOTE : Utilisation Certificate for each financial year ending
31st March has to be enclosed along with request to**

Annexure-II (Continued)

Sl.No.	Sanction Heads	Funds allocated	Expenditure incurred (Financial year wise 1 st Apr. - 31 st Mar.)					Balance As on date (3-8) [9]	Requirement of funds upto 31 st March	Remarks [10]
			1 year (DOS to 31 st march next year) [4]	2 year [5]	3 year [6]	4 year [7]	Total (4+5+6+7) [8]			
A.	Fellowship									
(i)	Fellowship amount									
(ii)	HRA									
B.	Research Grant									
(i)	Manpower									
(ii)	Equipment									
(iii)	National Travel									
(iv)	International Travel & per Diem (only one)									
(v)	Consumables									
(vi)	Contingencies									
(vii)	Maintenance and repair of equipment									
(viii)	Books & Journals									
(ix)	Any other Research & Academic Expenses									
C.	Overhead Charges									
	Total(A+B+C)									

***DOS – Date of Start of fellowship(In any case, it should not be before the date of sanction order)**

Name & Signature of
Ramanujan Fellow:-----
Date

Signature of Competent
Financial/audit authority:- ----
Date