



**VIDYASAGAR UNIVERSITY**  
**OFFICE OF THE FINANCE OFFICER**  
**MIDNAPUR – 721 102, WEST BENGAL**

**PROFORMA FOR SUBMISSION OF CLAIMS UNDER THE SCHEME OF**  
**PERSONAL RESEARCH GRANT 2020-2021**

|    |  |                  |
|----|--|------------------|
| 1. | Name of the Teacher with Employee code |                  |
| 2. | Designation and Department             |                  |
| 3. | Financial year                         | <b>2020-2021</b> |
| 4. | Total amount claimed                   |                  |

| <b>Statement of head-wise expenditure</b> |                      |              |                |                      |         |
|---|----------------------|--------------|----------------|----------------------|---------|
| Sl. No.                                   | Heads of Expenditure | Voucher nos. | Amount claimed | % of the Total claim | Remarks |
|   |                      |              |                |                      |         |
|   |                      |              |                |                      |         |

NB: Fraction of a rupee is to be ignored while claiming net amount in the box.

**Declaration:** I do hereby declare that the amount claimed here above has been paid by me and is admissible as per rule and that the expenses noted above have not been sanctioned by any authority.

Date:

.....  
**Full Signature of the Claimant**

**SANCTIONING ORDER**

**Checked and verified. The claim is in order.**

*The claim is permissible for Rs..... payment may be made.*

**Dealing Assistant**

**Accountant**

**Passed for payment**

**Accounts Officer/ Audit Officer**

**Finance Officer**