



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	2020-2021
4.	Total amount claimed	

Statement of head-wise expenditure					
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