



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता  
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA  
RESEARCH AND DEVELOPMENT

REQUEST FOR TRANSFER OF EXPENDITURE BETWEEN TWO PROJECTS OR  
SUB HEADS WITHIN THE SAME PROJECT

Date :

A. On reconciliation of the expenditure incurred in the following Project(s) and Project subheads, it is found that certain expenditure has been booked/incurred inadvertently in the following Projects/Subheads which needs to be transferred to the approved Project Head as mentioned below which may kindly be approved.

OR

B. Request for transfer of fund from one subhead to another subhead within the same project (sanction letter from funding agency may be enclosed).

1.	Name of PI		
2.	Department		
3.	Project No. from which expenditure to be transferred along with subhead	Sub Head :	Amount :
4.	Project No. to which expenditure to be booked along with subhead	Sub Head :	Amount :
5.	Details of the relevant Bill No. & Date		
6.	Reasons for Transfer		
7.	Signature of PI		

FOR OFFICE USE

Compared	Verified	Recommended	Approved
Assistant	Superintendent	Assistant Registrar (R&D)	Dean, R&D