

## SIX MONTHLY FINANCIAL PROGRESS REPORT

### Reporting period

From			To		
Day	Month	Year	Day	Month	Year

1. **Project Title:** \_\_\_\_\_
2. **Name of Principal Investigator:** \_\_\_\_\_  
Institution/Organization: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_
3. **Overseas Cooperating Scientists / Organization :(if any)**  
Name: \_\_\_\_\_  
Institution/Organization: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail: \_\_\_\_\_
4. **Project Duration:** (Months) \_\_\_\_\_
5. **Project Status:** On-going \_\_\_\_\_ Completed: \_\_\_\_\_
6. **Total Cost:** (Rs. Million) \_\_\_\_\_  
Total Releases: \_\_\_\_\_ Expenditure: \_\_\_\_\_
7. **Expenditure During the Reporting Period:** \_\_\_\_\_  
(Give detail of expenditure as per budget heads codes at appendix-I)
8. **Cash in Hand** \_\_\_\_\_
9. **Total Liabilities:** \_\_\_\_\_
10. **Balance Amount:** \_\_\_\_\_  
(minus item 9 from 8)

**11. Expected Expenditure for Next**

**Period, (6 months) if Project is On-going:** \_\_\_\_\_

(Give detail of expenditure as per budget heads codes at appendix-I as well)

**12. Special Equipment's Purchased:**

(Rs. In thousand)

SR. No.	EQUIPMENTS	QUANTITY	EXPENDITURE
<b>TOTAL</b>			

Note: This report to be submitted in original and four copies on the prescribed above forms of the Board. The report should include the expenses for which actual payments have been made.

**13. ENDORSEMENT:**

**Principal Investigator:**

**Head of Account of Account of:**

**Institution / Organization**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

\_\_\_\_\_  
(Seal and Signature)

\_\_\_\_\_  
(Seal and Signature)

Date: \_\_\_\_\_

Date: \_\_\_\_\_



	<b>TOTAL:</b>					

- i. Opening Balance as on \_\_\_\_\_
- ii. Released received up to \_\_\_\_\_
- iii. Total Funds Available up to \_\_\_\_\_
- iv. Expenditure up to \_\_\_\_\_
- v. Balance Available as on \_\_\_\_\_