

Request for purchase/travel under SEED/SHODH grant

Name of the PI:

Ref: **SEED/SHODH <YEAR>** Sanction letter number <SEED/SHODH Project ID> Dated <Date on the sanction letter>

Cost Centre: Research and Development (SEED Internal order)/ SHODH (RISE) Budget head

S.No.	Purpose	Amount (₹)
CAPEX (Equipment, fabrication, etc)*		
	(Attach list, in case more space is required)	
OPEX (Consumables, travel, etc)		
	(Attach list, in case more space is required)	
	Total	
Total Sanctioned (CAPEX/OPEX)		
Total Utilized fund as on date (CAPEX/OPEX)		

*For equipment provide Model and Make, along with contact details of vendor(s)

Requesting your approval.

Regards

(Name of the PI)

Designation

Department

Dr. D. K. Avasthi
Dean- R&D

Note: Kindly Submit this letter to Executive@R&D Office – 9th Block , room no : 9007 or email the duly filled form to dean.research@ddn.upes.ac.in