**PROFORMA FOR PRESENTING THE BUDGETARY REQUIREMENT\***

**(\*** *For Intramural Projects only;*

*For Extramural projects submit budgetary details as per proforma of funding agency)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of items with quantity** | **1st year** | **2nd year** | **Total** |
| Chemical/Reagent/Consumables  (i)  (ii)  (iii) |  |  |  |
| Contingencies |  |  |  |
| Others |  |  |  |
| **Total** |  |  |  |

**Note:**

1. *The budgetary requirements should be given in detail with justification of all items.*
2. *Please attach budgetary quotes from authorized vendor(s) for price justification.*
3. *The intramural funds can be utilized only for-*
4. *Purchase of consumable: drugs, chemicals, kits, disposables etc.*
5. *Contingency- 2.5% of total proposed budget subject to a maximum of Rs 10,000/- (Ten thousand only) can be kept as contingency fund for unforeseen expenses.*
6. *Diagnostic tests- should preferably be carried out in the institute. Testing can be outsourced only if the facility is not available in the institute after prior approval of RRB and Executive Director.*
7. *Funds will not be utilized for-*
8. *Purchase of any permanent items like instruments, machine, equipment, computer, books etc. which are not of consumable nature.*
9. *All items covered under the Learning Resource Allowance (LRA) Scheme will not be allowed under this scheme.*

Signature of Principal Investigator with seal

Date

Signature of Co-Investigator(s) with seal

Date

Signature of Head of the Department with seal

Date