



INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi 110002.

Claim Bill

Claim for the period -----

(To be submitted in **DUPLICATE**)

1. Name of the programme: **INSA SENIOR SCIENTIST**
2. INSA Sanction / Renewal No. -----dated -----
3. a) Name of the Senior Scientist and Address
b) Date of Joining:
4. Name in whose favor grant is to be released
5. Research Project:
a) Title of Research Project
b) Activity Report / Progress Report of Previous Year

Submitted / Not Submitted / N.A.
(Please tick mark)

6. **Details of Grant:**

To be claimed from the Academy:

Particulars	Honorarium	Contingency	Total
a) Amount sanctioned (for the period)			
b) Unspent Balance, if any of the previous year (period)			
c) Net Amount Claimed			

7. Bill: 1st / 2nd installment / Both
8. Certified that the amount claimed in this bill will be utilized for the purpose for which it has been Sanctioned and audited statement of expenditure will be furnished as soon as possible.

**Countersignature of the
Head of Institution with
Designation and Seal.**

**Signature
(Senior Scientist)**

FOR OFFICE USE

INDIAN NATIONAL SCIENCE ACADEMY

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Bahadur Shah Zafar Marg, New Delhi 110 002

STATEMENT OF EXPENDITURE FOR THE YEAR _____

(To be submitted in Duplicate)

1. Name of the Programme :
2. Name of the INSA Senior Scientist and the address of the host Institution.
3. Implementation date
4. Title of Research Project
5. Grants:
 - a) Self

Particulars	Honorarium	Contingency	Total
Balance B/F			
Grant sanctioned for the current year			

Grant released during the previous year			

Grant utilized (upto _____)			
Unspent Balance (as on_)			

Counter signature
Of the Institute
Office Stamp

Signature
(INSA Senior Scientist)

LEAVE RECORD

I, -----
working as -----
Taken a total of ----- days leave in the
Calendar year -----.

Signature
(INSA Senior Scientist)

INDIAN NATIONAL SCIENCE ACADEMY
Bahadur Shah Zafar Marg, New Delhi 110 002

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Annual renewal for INSA Senior Scientist Position
Annual Progress Report Proforma for

(To be submitted in duplicate at the end of each Calendar year)

ANNUAL PROGRESS REPORT for the year _____

1. Name
2. Address of the host Institute.
3. Date of joining
4. Title of Research work
5. Report of work done during the period (upto 1000 words) with a Summary (upto 200 words).
6. Any deviation from the original plan may be pointed out along with its nature
7. Plan of work for next year (up to 100 words)
8. Number of Research Paper/s/books/monograph/published/accepted for publication (Please attach reprints).
9. Details of the visit abroad in connection with the work/to attend meetings
10. Association with any Scientific Body.
11. Other Academic involvements:
(Please specify)
 - Membership of the Committees

- Referring of the Research Papers
- Evaluation of Research Projects
- Involvement in Science Promotion activities
- Editorial responsibilities
- Any other

12. Honours/Awards received during the period.

Date: Place:

Signature
(INSA Senior Scientist)

FORM FOR BANK ACCOUNT DETAILS

For fund transfer through Electronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS) / [National Electronic Funds Transfer \(NEFT\)](#) / PFMS

INSA PROGRAMME / SCHEME / PROJECT NAME	
NAME OF THE SCIENTIST	
NAME OF THE INSTITUTE	
CONTACT ADDRESS	
TELEPHONE NUMBER	
EMAIL	

• **BANK ACCOUNT DETAILS of INSTITUTE ***

NAME OF THE ACCOUNT HOLDER/ ACCOUNT BENEFICIARY	
BANK ACCOUNT NUMBER	
IFSC CODE OF THE BRANCH	
BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	

I hereby declare that the particulars given above are correct and complete.

Signature

Date: