

INDIAN NATIONAL SCIENCE ACADEMY
BAHADUR SHAH ZAFAR MARG, NEW DELHI 110002

CLAIM BILL

(To be submitted in duplicate)

Assistant Executive Director-I
(Science Promotion)
Indian National Science Academy
Bahadur Shah Zafar Marg
New Delhi 110002.

Title of the Conference/Seminar/Symposium, Summer/Winter School, Workshop etc.:

Duration (Date): _____

Venue: _____

Name of Convener: _____

Organized by: _____

Sponsoring Agencies: _____

INSA Sanction No.: _____ Date _____

Issued in the name of _____

Amount of grant sanctioned by INSA Rs. _____ (Rupees)

Certified that the amount of grant claimed in the bill will be utilized for the purpose for which it has been sanctioned and a copy of the Audited Statement of account for receipt and expenditure will be furnished as soon as audit is conducted.

Counter signature of the Head of the
Institution/Organizing Society

(Seal)

Signature of the Convener

(FOR OFFICE USE ONLY)

UTILIZATION CERTIFICATE

(To be sent in duplicate to the Indian National Science Academy)

S. No.	Particulars	Details
1.	Name of the Scheme	Partial Financial Assistance for holding Conference/ Seminar/ Workshop/ Symposium etc.
2.	Funding Agency	Indian National Science Academy, New Delhi
3.	Title of Conference/ Seminar/ Symposium/Workshop etc.	
4.	Place/Venue	
5.	Duration	
6.	Convener/Organizing Secretary	
7.	INSA Sanction Letter no. and Date	
8.	Amount Sanctioned	
9.	Actual Expenditure Incurred	
10.	Balance amount available (Sanctioned - Expenditure)	
11.	Unspent balance to be refunded, if any	

Certified that out of Rs. _____ of financial support received in the year _____ in favour of _____ from Indian National Science Academy, New Delhi vide Sanction letter no. _____ dated _____, an amount of Rs. _____ has been utilized for the purpose for which it was sanctioned and that the remaining amount unutilized to be returned after the conference is _____.

(Signature of Convener/
Organizing Secretary)

(Signature of
Financial Officer with seal)

(Signature of Head of the
Institution with seal)

STATEMENT OF EXPENDITURE

(To be sent in duplicate to the Indian National Science Academy)

Name of the Scheme : Partial Financial Assistance for holding Conference/ Seminar/ Workshop/ Symposium etc.

Title of Conference/ Symposium/ Seminar/ Workshop etc. :

Duration :

Venue :

Sanction Letter number :

Amount Received :

S. No.	Head of Expenses	Amount
Total		

(Signature of Convener/
Organizing Secretary)

(Signature of
Financial Officer with seal)

(Signature of Head of the
Institution with seal)