

RESEARCH SCHEME on POWER (RSOP)
SPECIMEN COPY OF LETTER OF REQUEST TO CARRY FORWARD
UNSPENT / OVERSPENT GRANT

From
The Principal Investigator
(Address)

To
The Director General,
Central Power Research Institute,
P.B. No. 8066, C V Raman Road,
Bangalore 560 080

Ref: RSOP-grant in aid released for the year(s)

Sub: Request for approval of adjustment of unspent/overspent amount

Sir,

A sum of Rs..... (Rupees only) was made available to the Research Project on “ Title of the Project” under RSOP, which includes grant-in-aid of Rs _____ (Rupees _____ only) released for the year _____, Rs _____ (Rupees _____ only) for the year _____ an amount of Rs _____ (Rupees _____ only) was spent towards Research Activities. Thus an amount of Rs _____ (Rupees _____ only) was overspent / under spent.

The following are the reasons for over-spending/under spending of amount during the year(s) _____ and _____

(1)

(2)

(3)

It is requested that approval may be accorded to carry forward the unspent amount/overspent amount and adjust the same against the grant in aid to be released for the year _____.

Yours faithfully,

Name and Designation of Principal Investigator
(With complete address)

Signature of HOD / Head of the Institute / Organization
(With Designation, address and office Seal)

Date: