

**INDIAN NATIONAL SCIENCE ACADEMY**

Bahadur Shah Zafar Marg, New Delhi 110 002

**F-1**

**Claim Bill**

**Financial Year** \_\_\_\_\_

**First Installment** \_\_\_\_\_

**Second Installment** \_\_\_\_\_

(To be submitted in DUPLICATE along with Expenditure Statement)

1 INSA Sanction No. \_\_\_\_\_ dated \_\_\_\_\_ for the Financial Year \_\_\_\_\_

2. a) Name of the Senior Scientist and the full address

b) Date of Joining:

3.

a) Title of Research Project

b) Annual Report of. ....Submitted/Not submitted/N.A.  
previous year: (Please tick mark )

4 Details of Grant Sanctions to be claimed from the Academy:

Particulars	Salary/Honorarium	Contingency	Total
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a) Amount sanctioned (current year)

b) Amount related during previous Year

c) Grant utilized up to \_\_\_\_\_

d) Unspent balance, if any of the  
previous year.

e) Net amount claimed.

5. 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)

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**FOR OFFICE USE**

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

**F-2**

STATEMENT OF EXPENDITURE FOR THE YEAR \_\_\_\_\_  
(To be submitted in Duplicate)

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

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<b>Particulars</b>	<b>Honorarium</b>	<b>Contingency</b>	<b>Total</b>
Balance B/F			
Grant sanctioned for the current year			
_____			
Grant released during the previous year			
_____			
Grant utilized (upto _____)			
Unspent Balance (as on _____)			

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Counter signature  
Of the Institute  
Office Stamp

Signature  
(Senior Scientist)

**LEAVE RECORD**

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

Signature  
(Senior Scientist)

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**F-4**

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.

Signature  
(Senior Scientist)

Date:  
Place: