

**REVISION OF THE COST OF THE PROJECT/RE-APPROPRIATION OF FUNDS**

3 copies of the proposal to be sent through Head of the Institution to reach 2 months prior to the date of requirement of additional funds/re-appropriation.

1. Name of the project with project code
2. Name of the Principal Implementing / Sub-implementing Agency
3. Name of project Leader/ Coordinator/ Principle Investigator
4. Date of start of the project
5. Scheduled date of completion of the project
6. Approved objective
7. Approved work programme alongwith schedule
8. Details of work done alongwith actual time schedule (Bar Chart)
9. Total approved cost alongwith its break-up as per Para 8 of Form-I
10. Revised time schedule, if applicable.
11. Actual expenditure till last quarter in Form – III & IV
12. Revised cost of the project vis-à-vis the approved cost and reasons & justification for the revision / re-appropriation sought.

Signature of Associate Finance Officer

Signature of Project Leader

Name.....

Name.....

Designation.....

Designation.....