

Visvesvaraya National Institute of Technology, Nagpur

Requisition Form for the Overdraft Limit for Manpower Salary

To be filled by the PI/Co-PI when project funds are insufficient for releasing salary for the last two or more consecutive months

Faculty Member <input type="checkbox"/> PI <input type="checkbox"/> Co-PI	Name & Designation:		
	Department:		
Title of the Project			
Projects Details	Start Date (Month/Year):	End Date (Month/Year):	Funding Agency:
Ledger Number	Balance:		
Awaited Release (Tick as applicable)	<input type="checkbox"/> 2 nd Release	<input type="checkbox"/> 3 rd Release	<input type="checkbox"/> 4 th Release
UC Submitted for the Previous Release	<input type="checkbox"/> Yes <input type="checkbox"/> No	Fund Requisition Initiated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks/reason for the delay of funds (attach any E-mail/portal communication made to funding agency):			

Details pertaining to the staff under the project:

(A) Last salary paid for the _____ (Month/Year).

(B) Requisition made for from _____ (Month/Year) to _____ (Month/Year).

S. No.	Name of the Staff	Designation	Salary/month (including HRA as applicable)	Total Salary for the above Period (B)
1				
....				
Total Overdraft Limit for Approval through <u>Institute Grant</u>				

Enclosures: (i) Copy of the ledger and (ii) E-mail/portal communication made to funding agency requesting the release of the funds.

Signature of the PI/Co-PI**Head of the Department**

Through	Recommendation/Remarks	Signature
Associate Dean (Research)		
Dean (R&C)		
Dean (P&D)		
Director, VNIT Nagpur	Approved / Not-Approved	

To
The Dy Registrar (Accounts)

Visvesvaraya National Institute of Technology, Nagpur

Date: _____

Declaration for the Overdraft Limit

Name & Designation <input type="checkbox"/> PI <input type="checkbox"/> Co-PI	
Department	
Ledger Number	

I hereby declare that the overdraft amount requested for the disbursement of manpower salary under the above-mentioned project shall be fully adjusted immediately upon the release of funds from the funding agency.

In the event that the project funds are not released within one year from the date of sanction of the overdraft limit, I understand and agree that the outstanding amount shall be recovered from alternative permissible sources, including but not limited to Faculty Professional Development Fund (FPDF), and/or Salary of the concerned PI/Co-PI, as per the applicable institutional norms.

I further confirm that this request is being made in good faith, based on the official communication with the funding agency, and that all information furnished in the requisition form SRP-03(J) is accurate to the best of my knowledge.

Signature of PI/Co-PI

Name: _____