

Forwarding Letter

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Dated:

To

Shri R R Abhyankar
Scientist G and Head (TPDU)
Department of Scientific and Industrial Research
Technology Bhavan
New Mehrauli Road
New Delhi – 110 016

Subject: Proposal for undertaking

Sir,

I am glad to forward herewith a proposal for undertaking
at a total cost of Rs..... (Rupeesonly) The project is
proposed to be completed over a period of..... months/.
Mr./Ms./Dr..... who is working as in this
institution will be the Project Director/ Principal Investigator.

2. I certify that this institution will provide all the facilities and
infrastructure for the completion of the project as follows:

- a) This proposal or other similar proposal has not been submitted to any
other agency/ Department for funding/ the proposal has also been
submitted to..... for partial funding up to Rs.....lakhs.
- b) The Project Director/ Principal Research Investigator will continue to
work in the institution till the completion of the project. In case the
Project Director leaves without completing the project, the institution will
take full responsibility to complete the project as per the existing terms
and conditions.
- c) The institution will take full responsibility for monitoring the progress of
the project, sending progress reports and utilisation certificates, etc. and
ensuring proper and timely implementation.

3. It is requested that the project proposal may be considered favourably
for providing financial assistance of Rs.....

4. Details of documents enclosed are given in the attached Checklist.

Signature of the Head of the Institution
Name of the Head of the Institution & Stamp