

# Head-wise Expenditure Statement

Project Title: .....

Funding Agency: .....

Sanction Order No.: .....

Period: .....

S. No.	Head of Expenditure	Sanctioned Amount (INR)	Expenditure Incurred (INR)	Balance (INR)	Remarks
1	Salaries/Wages				
2	Equipment				
3	Consumables				
4	Travel				
5	Contingency				
6	Other (specify)				
<b>Total</b>					

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Principal Investigator

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Head of Institution/Finance Officer

## Important Notes:

- This statement should be prepared as per actual expenditure under each head for the reporting period.
- Supporting documents and vouchers must be retained for audit purposes.
- Balances to be carried forward should be shown clearly.
- Any variations from sanctioned heads require prior approval from the funding agency.
- Ensure all figures are verified and signed by appropriate authorities.