(University/Institution Letter Head)

**INVOICE**

 **Date: \*\* month 20\*\***

To

The Director

Indo-German Science & Technology Centre

Ground Floor, Block – II, Technology Bhavan

New Mehrauli Road, New Delhi – 110016, India

**Invoice for expenses towards Small Immediate Need Grants for \_\_\_\_\_\_\_\_\_\_\_\_(Award Title) for a period of \_\_\_\_\_\_\_\_\_(tenure).**

\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of the Awardee) to undertake research on \_\_\_\_\_\_\_\_\_\_\_\_( Award Title) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_( Name of the Institution) for a period of \_\_\_\_\_\_\_( Award tenure) in collaboration with \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( Name of the Collaborating Institution) under the auspices of the Indo-German Science & Technology Centre (IGSTC), New Delhi, India.

The sanctioned grant for undertaking the research as per the Award Letter amount up to € \*\*\*\*\* (in words only).

Indo-German Science & Technology Centre is requested to transfer the amount up to € \*\*\*\*\* to the University/Institution account as per the details given below at the earliest.

|  |  |
| --- | --- |
| Name of the Institution |  |
| Address of the Institution |  |
| Bank Name  |  |
| Bank Address |  |
| Account No. |  |
| IBAN No. |  |
| Swift/sort code of the Account |  |

The Utilisation Certificate (UC)/Statement of Expenditure (SE) along with the other requested documents will be made available to IGSTC by the Institution & the Awardee after the completion of the Award tenure.

 (Signature with stamp)

 Name

 Address