

## UPLOAD SANCTION LETTER

Once the project is registered in R&D office, it will appear in **Manage Project Finance** > **Approved By Funding Agency**

The screenshot displays the 'Manage Project Finance' interface within the RPMS system. The left sidebar contains navigation options: HOME (Dashboard), APPLICATION (Manage Projects, **Manage Projects Finance**, Reports, Logs), OTHERS (Bulk Upload, Projects To Dealing Assistant), and SETTINGS (Settings). The main content area shows a table of projects with columns: #, Actions, Reference No, Project Serial Number, Project Title, Department, Funding Agencies, and Status. The table lists 13 projects, all with a status of 'Approved By Funding Agency'. An orange arrow points from the text 'Approved By Funding Agency' to the 'Status' column of the first row. Another orange arrow points from the text 'Manage Project Finance' to the 'Manage Projects Finance' link in the sidebar.

| #  | Actions | Reference No      | Project Serial Number | Project Title | Department                      | Funding Agencies                         | Status                     |
|----|---------|-------------------|-----------------------|---------------|---------------------------------|------------------------------------------|----------------------------|
| 1  | ...     | 2025SRPM500000564 | CO                    |               | Research and Development        | Board of Research and Nuclear Sciences   | Approved By Funding Agency |
| 2  | ...     | 2025SRPM500000563 | CO                    |               | Research and Development        | Applied Materials India Private          | Approved By Funding Agency |
| 3  | ...     | 2025SRPM500000562 | CO                    |               | Research and Development        | Science and Engineering Research Board   | Approved By Funding Agency |
| 4  | ...     | 2025SRPM500000561 | Ti                    |               | Research and Development        | Bhabha Atomic Research Centre            | Approved By Funding Agency |
| 5  | ...     | 2025SRPM500000560 | tes                   |               | Research and Development        | Applied Materials India Private          | Approved By Funding Agency |
| 6  | ...     | 2025SRPM500000559 | Vip                   | st9           | Research and Development        | Science and Engineering Research Board   | Approved By Funding Agency |
| 7  | ...     | 2025SRPM500000558 | Vip                   | i             | Research and Development        | Science and Engineering Research Board   | Approved By Funding Agency |
| 8  | ...     | 2025SRPM500000557 | Vip                   | st8           | Research and Development        | Applied Materials India Private          | Approved By Funding Agency |
| 9  | ...     | 2025SRPM500000556 | Vip                   | st7           | Research and Development        | Bhabha Atomic Research Centre            | Approved By Funding Agency |
| 10 | ...     | 2025SRPM500000555 | 70                    | pril2025      | Department of Civil Engineering | Science and Engineering Research Board   | Approved By Funding Agency |
| 11 | ...     | 2025SRPM500000552 | 111                   | Q251          | Department of Civil Engineering | Indian Knowledge System                  | Approved By Funding Agency |
| 12 | ...     | 2025SRPM500000551 | GP                    | Q25           | Department of Civil Engineering | All India Council of Technical Education | Approved By Funding Agency |
| 13 | ...     | 2025SRPM500000548 | Vip                   | i             | Research and Development        | ASCONSOFTTECH                            | Approved By Funding Agency |

Activate Windows  
Go to Settings to activate Windows.

Click on three dots (...) > Sanction letter

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### Manage Project Finance

Showing 1-13 of 13 items.

| #  | Actions | Reference No     | Project Serial Number | Project Title  | Department               | Funding Agencies                          | Status                     |
|----|---------|------------------|-----------------------|----------------|--------------------------|-------------------------------------------|----------------------------|
| 1  | ...     | 2025RPMS00000564 | code/test/13          | test13         | Research and Development | Board of Research and Nuclear Sciences    | Approved By Funding Agency |
| 2  | ...     | 2025RPMS00000560 | code/test/12          | test12         | Research and Development | Applied Materials India Private           | Approved By Funding Agency |
| 3  | ...     | 2025RPMS00000561 | code/test/11          | test/11        | Research and Development | Science and Engineering Research Board    | Approved By Funding Agency |
| 4  | ...     | 2025RPMS00000561 | Test/11               | Test 11        | Research and Development | Bhabha Atomic Research Centre             | Approved By Funding Agency |
| 5  | ...     | 2025RPMS00000560 | test/10               | Test 10        | Research and Development | Applied Materials India Private           | Approved By Funding Agency |
| 6  | ...     | 2025RPMS00000559 | vipin/09              | VIPIN PI test9 | Research and Development | Science and Engineering Research Board    | Approved By Funding Agency |
| 7  | ...     | 2025RPMS00000558 | vipi/test/08          | VIPIN Test8    | Research and Development | Science and Engineering Research Board    | Approved By Funding Agency |
| 8  | ...     | 2025RPMS00000557 | vipin/pi/test/08      | VIPIN PI Test8 | Research and Development | Applied Materials India Private           | Approved By Funding Agency |
| 9  | ...     | 2025RPMS00000556 | vipin/pi/test/07      | VIPIN PI Test7 | Research and Development | Bhabha Atomic Research Centre             | Approved By Funding Agency |
| 10 | ...     | 2025RPMS00000549 | vipin/test/06         | VIPIN Test6    | Research and Development | ASCONSOFTTECH                             | Approved By Funding Agency |
| 11 | ...     | 2025RPMS00000547 | vipin/test/04         | VIPIN PI test4 | Research and Development | Indian Council of Social Science Research | Approved By Funding Agency |
| 12 | ...     | 2025RPMS00000547 | vipin/test/04         | VIPIN PI test4 | Research and Development | Indian Council of Social Science Research | Approved By Funding Agency |
| 13 | ...     | 2025RPMS00000547 | vipin/test/04         | VIPIN PI test4 | Research and Development | Indian Council of Social Science Research | Approved By Funding Agency |

Sanction Orders

Project Bills

Expenditures

Activate Windows  
Go to Settings to activate Windows.

## Add new sanction order

\*\*\* RPMS

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Project Reference No2025RPMS00000566Project Serial NumberTest/14

Investigator Information

Department NameResearch And DevelopmentDesignationSenior Assistant

Investigator Age34 Years 06 Months 26 Days

Add New Sanction Order

Total Sanction AmountGrant Duration TypeStatus

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Project Details

Project NameTest15Principal Inves

Investigator Name60103, Vipin Kumar Verma (विपिन कुमार वर्मा), Senior Assistant-Research And Development

Investigator Date Of BirthOct 5, 1990

Sanction Order Index

| #                 | Funding Agency | System Reference No | Sanction Order Number | Sanction Order Date |
|-------------------|----------------|---------------------|-----------------------|---------------------|
| No results found. |                |                     |                       |                     |

## First half (auto filled)

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Add Sanction Order

Sanction Order Form

Funding Agency \*

Select

Project Start Date (yyyy-mm-dd) \*

2025-04-01

Project Duration To (yyyy-mm-dd)

2025-04-30

Total Sanctioned Amount for Entire Project in INR \*

2000

Total Sanctioned Recurring Amount for Entire Project in INR \*

800

Total Sanctioned Non Recurring Amount for Entire Project in INR \*

1000

Total Sanctioned Other Amount for Entire Project in INR \*

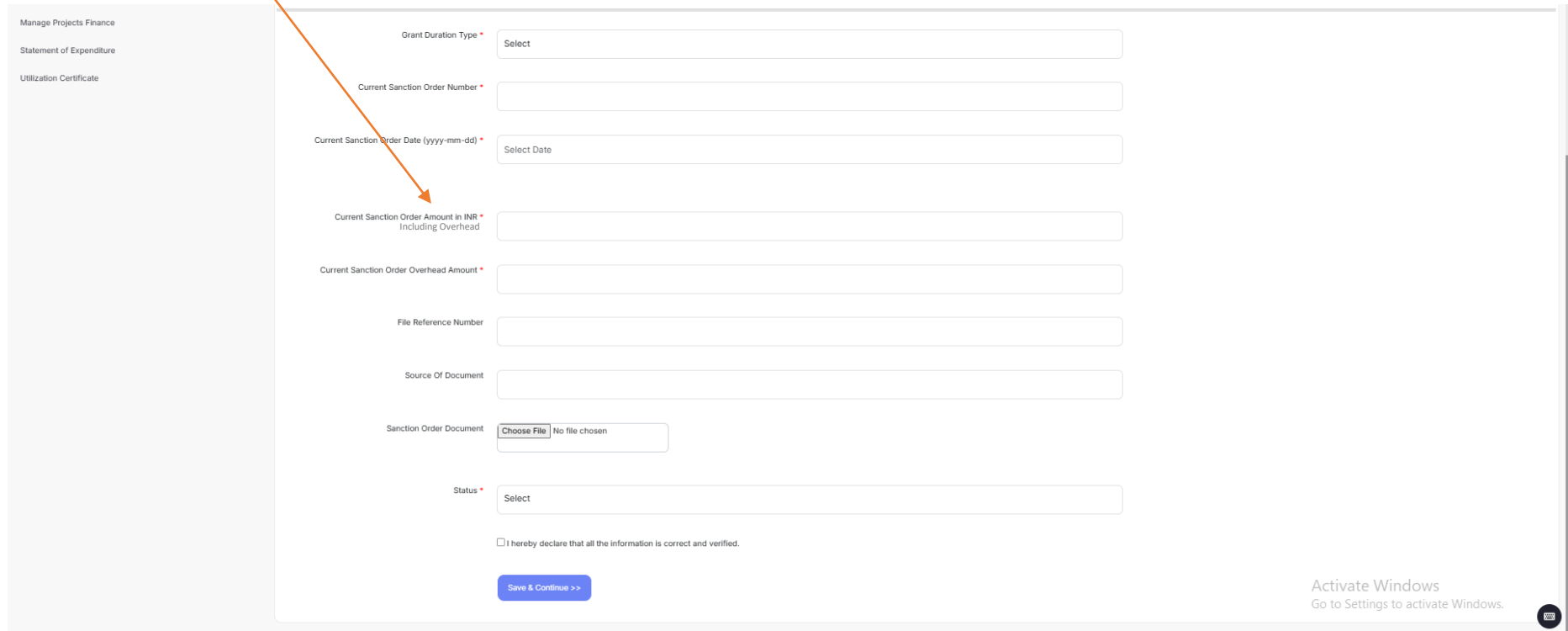
0

Total Overhead Amount for Entire Project in INR \*

200

**Second half : inputs related to the current sanction letter need to be filled by PI**

**Current sanction order amount should be including Overhead, Status : Active, Save and Continue**



The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains the following links: 'Manage Projects Finance', 'Statement of Expenditure', and 'Utilization Certificate'. The main content area displays a form titled 'Utilization Certificate' with the following fields:

- Grant Duration Type \*
- Current Sanction Order Number \*
- Current Sanction Order Date (yyyy-mm-dd) \*
- Current Sanction Order Amount in INR \* Including Overhead
- Current Sanction Order Overhead Amount \*
- File Reference Number
- Source Of Document
- Sanction Order Document  No file chosen
- Status \*

Below the fields, there is a checkbox with the text: ☐ I hereby declare that all the information is correct and verified.

At the bottom left of the form is a blue button labeled 'Save & Continue >>'. At the bottom right, there is a Windows watermark that says 'Activate Windows Go to Settings to activate Windows.' and a small circular icon with a document symbol.

An orange arrow points from the text 'Current sanction order amount should be including Overhead' to the 'Current Sanction Order Amount in INR' field.

## Update Sanction order (if required)

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Sanction Order Ref.No#SOREF00142

Sanction Order Form

Sanction Order Entry for Project : test15

|                                                                 |                |                                                         |             |                                                             |                                     |
|-----------------------------------------------------------------|----------------|---------------------------------------------------------|-------------|-------------------------------------------------------------|-------------------------------------|
| Sanction Order Number                                           | sanction 13/14 | Financial Year                                          | 2025-2026   | Funding Agency Name                                         | Shabha Atomic Research Centre(BARC) |
| Grant Duration Type                                             | Installment    | Total Sanctioned Amount for Entire Project              | Rs. 2000    | Total Sanctioned Recurring Amount for Entire Project in INR | Rs. 800                             |
| Total Sanctioned Non Recurring Amount for Entire Project in INR | Rs. 1000       | Total Sanctioned Other Amount for Entire Project in INR | Rs. 0       |                                                             |                                     |
| Total Sanctioned Over Head Amount for Entire Project in INR     | Rs. 200        | Current Sanction Order Amount                           | Rs. 1250    |                                                             |                                     |
| Current Sanction Order Over Head Amount                         | Rs. 150        | Date of Order                                           | Apr 1, 2025 | Start Date of Project                                       | Apr 1, 2025                         |
| File reference Number                                           |                | Sanction Order Document                                 |             | Status                                                      | Active                              |

Budget Estimate Details

Recurring

| Budget Head           | Agency                              | Description | Financial Years | Total Amount |
|-----------------------|-------------------------------------|-------------|-----------------|--------------|
|                       |                                     |             | 2025-2026       | 1 Years      |
| Consumable(CONSU01)   | Shabha Atomic Research Centre(BARC) |             | 800.00          | 800          |
| Sub Total (Recurring) |                                     |             | 800             |              |

Non-Recurring

| Budget Head               | Agency                              | Description | Financial Years | Total Amount |
|---------------------------|-------------------------------------|-------------|-----------------|--------------|
|                           |                                     |             | 2025-2026       | 1 Years      |
| Equipment(EQUIP01)        | Shabha Atomic Research Centre(BARC) |             | 1000.00         | 1000         |
| Sub Total (Non-Recurring) |                                     |             | 1000            |              |

Update Sanction Order

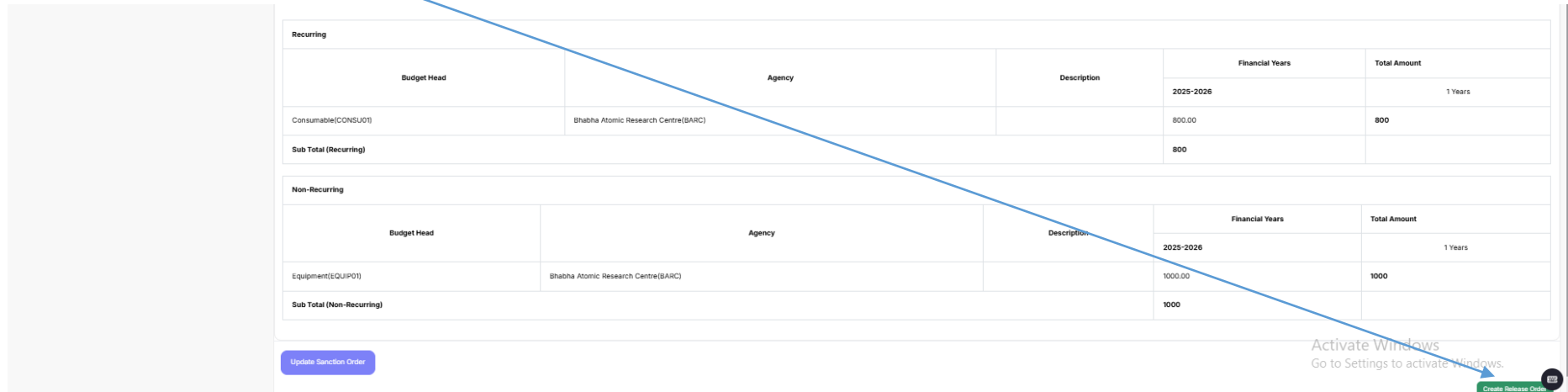
Activate Windows

Go to Settings to activate Windows.

Create Release Order

**Fund Breakup : After uploading of sanction letter, PI can fill Fund Breakup**

**Click on “Create Release Order”**



The screenshot shows a 'Fund Breakup' form with two main sections: 'Recurring' and 'Non-Recurring'. Each section contains a table with columns for Budget Head, Agency, Description, Financial Years, and Total Amount. A blue arrow points from the 'Create Release Order' button at the bottom right to the 'Description' column in the 'Non-Recurring' table.

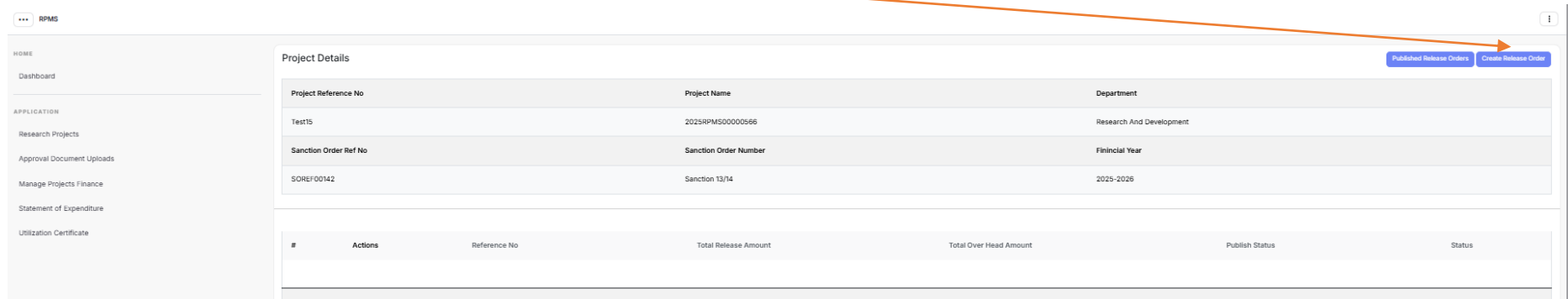
| Recurring             |                                     |             |                 |              |
|-----------------------|-------------------------------------|-------------|-----------------|--------------|
| Budget Head           | Agency                              | Description | Financial Years | Total Amount |
|                       |                                     |             | 2025-2026       | 1 Years      |
| Consumable(CONSU01)   | Bhabha Atomic Research Centre(BARC) |             | 800.00          | 800          |
| Sub Total (Recurring) |                                     |             | 800             |              |

| Non-Recurring             |                                     |             |                 |              |
|---------------------------|-------------------------------------|-------------|-----------------|--------------|
| Budget Head               | Agency                              | Description | Financial Years | Total Amount |
|                           |                                     |             | 2025-2026       | 1 Years      |
| Equipment(EQUIP01)        | Bhabha Atomic Research Centre(BARC) |             | 1000.00         | 1000         |
| Sub Total (Non-Recurring) |                                     |             | 1000            |              |

[Update Sanction Order](#)

[Create Release Order](#)

**Once again click on “Create Release Order”**



The screenshot shows the 'Project Details' page. It has a sidebar with navigation links and a main content area with a table of project details. An orange arrow points from the 'Create Release Order' button in the sidebar to the 'Create Release Order' button in the top right corner of the main content area.

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Project Details

| Project Reference No | Project Name     | Department               |
|----------------------|------------------|--------------------------|
| Test15               | 2025RPM500000566 | Research And Development |

| Sanction Order Ref No | Sanction Order Number | Financial Year |
|-----------------------|-----------------------|----------------|
| SOREF00142            | Sanction 13/14        | 2025-2026      |

| #                | Actions | Reference No | Total Release Amount | Total Over Head Amount | Publish Status | Status |
|------------------|---------|--------------|----------------------|------------------------|----------------|--------|
| No records found |         |              |                      |                        |                |        |

[Published Release Orders](#) [Create Release Order](#)

Fill the (i) Total Released Amount including Overhead, (it may be equal to or less than total sanctioned amount for respective installment) (ii) Total Overhead Amount, (iii) Percentage share of PI, Co-PI, (iv) Sub heads in recurring and non-recurring

**Release Order Request Form**

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Total Release Amount \*Including Overhead  Total Over Head Amount \*

PDA Percentage  DDG Percentage  IDF Percentage

PDA Share Amount  DDG Share Amount  IDF Share Amount

**Project Over Heads**

| Budget Head                                      | Category | Percentage           | Amount to be requested         |
|--------------------------------------------------|----------|----------------------|--------------------------------|
| 50103_Vipin_Verma <input type="text" value="X"/> | PDA      | <input type="text"/> | <input type="text" value="0"/> |

Total Over Head Rs. 0

**Project Recurring**

| Budget Head                                         | Budget Estimate for selected fin year | Amount to be requested         |
|-----------------------------------------------------|---------------------------------------|--------------------------------|
| Consumable(CONSUMOT) <input type="text" value="X"/> | 800.00                                | <input type="text" value="0"/> |

Total Project-Recurring Rs. 0.000

**Project Non-Recurring**

| Budget Head                                       | Budget Estimate for selected fin year | Amount to be requested         |
|---------------------------------------------------|---------------------------------------|--------------------------------|
| Equipment(EQUIPOT) <input type="text" value="X"/> | 1000.00                               | <input type="text" value="0"/> |

Total Project-Non-Recurring Rs. 0.00

**Project Other**

| Budget Head               | Budget Estimate for selected fin year | Amount to be requested |
|---------------------------|---------------------------------------|------------------------|
| Total Project-Other Rs. 0 |                                       |                        |

Document Upload: Choose File | No file chosen

Activate Windows  
Go to Settings to activate Windows.

Total Released amount must be equal to total breakup amount

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Total Release Amount \*  
850

Total Over Head Amount \*  
100

PDA Percentage  
25

DDF Percentage  
25

IDF Percentage  
50

PDA Share Amount  
25

DDF Share Amount  
25

IDF Share Amount  
50

Project Over Heads

| Budget Head          | Category | Percentage | Amount to be requested |
|----------------------|----------|------------|------------------------|
| 50103_Vipin_Verma Xv | PDA      | 100        | 25                     |

Total Over Head Rs. 25.00

Project Recurring

| Budget Head            | Budget Estimate for selected fin year | Amount to be requested |
|------------------------|---------------------------------------|------------------------|
| Consumable(CONSU01) Xv | 800.00                                | 350                    |

Total Project-Recurring Rs. 350.000

Project Non-Recurring

| Budget Head           | Budget Estimate for selected fin year | Amount to be requested |
|-----------------------|---------------------------------------|------------------------|
| Equipment(EQUIP01) Xv | 1000.00                               | 400                    |

Total Project-Non-Recurring Rs. 400.00

Project Other

| Budget Head | Budget Estimate for selected fin year | Amount to be requested |
|-------------|---------------------------------------|------------------------|
|-------------|---------------------------------------|------------------------|

Total Project-Other Rs. 0

Document Upload Choose File No file chosen

Total Breakup Amount Rs. 850.000

Save

Activate Windows  
Go to Settings to activate Windows.

The fund breakup/ released order will be public after approval from R&D Office and PI can raise bills by click on Project Bills