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|  | **Research and Training Centre**  Patuakhali Science and Technology University  Dumki, Patuakhali-8602, Bangladesh  Email: rtc@pstu.ac.bd |

**Request for advance for the 2nd installment**

**Faculty:**

**Title of Project:**

**Code no. of Project:**

**Name of the PI:**

**Office address of the PI including phone & e-mail:**

**Total Budget:**

**Requested amount for the 2nd installment:**

**Monitoring date:**

**Comments/suggestion of PI (If any):**

**Signature of the Dean/Chairman Signature of the PI**

**With date & Seal With date & Seal**

**Along with estimate of expenditure**

|  |  |
| --- | --- |
|  | **Research and Training Centre**  Patuakhali Science and Technology University  Dumki, Patuakhali-8602, Bangladesh  Email: rtc@pstu.ac.bd |

**Monitoring Format**

**1. Project identification:**

**2. Project activity and progress:**

|  |  |
| --- | --- |
| **Activity proposed in original proposal** | **Progress (Completed/ongoing)** |
|  |  |

**3. List of procured items proposed in the original proposal:**

|  |  |
| --- | --- |
| **Proposed items to be procured** | **Procured item (s)** |
|  |  |

**4. Physical progress (%):**

**5. Recommendation of monitoring committee:**

**Endorsement of Monitoring Committee**