

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

FORM FOR DISTRIBUTION OF CONSULTANCY PROJECT FUNDS
(For project approved from 1.6.2012 onwards)

1. Project No..... Distribution : Final / Interim
2. Name and department of Principal Investigator:
3. Title of Project :
4. Project Fund Position

Gross Amount including Service Tax=G = Rs.

Less-Service Tax=L = Rs.

Contracted amount T = (G-L) = Rs.

Amount payable to Institute share P = Rs.

Amount distributed earlier (if any) = X = Rs.

Remaining amount (F)=T- P - X = Rs.

Total expenditure on the project = E = Rs.

Savings = S = (F-E) = Rs.
5. Amount to be Distributed = Rs.

Mention all the names as per approval even if the amount to be disbursed is nil.

To be filled by P.I.				To be filled by SRIC-A/c		
Name	Employee Code	Bank A/c No.	Amount in Rs.	Income Tax	Net. Amount	Token No.
TOTAL						

Certified that

- (a) (a1) This is final distribution and that the work has been completed and the report has been sent.

OR

- (a2) This is interim distribution and the percentage of amount of work done against the project is not less than the corresponding percentage of the charges being distributed now.

- (b) No separate T&P register was maintained for the project

OR

Separate T&P register was maintained, the certificate duly signed by Head of The deptt/centre is attached.

Signature of Principal Investigator (with date)

SRIC Office, IIT Roorkee

Approved /Not Approved

Supdt. (SRIC – Admn./ A/c)

AR (SRIC-Admn.)

Assoc. Dean (SRIC) / Dean (SRIC)

Copy to: 1. Principal Investigator
2. AR SRIC A/c

For distribution of Total Institute Share into RDF(SRIC Fund), DDF,PDF and incentive to Staff , SWF etc. on getting full payment only at the time of closing the Project (on final distribution only).

Total Institute Share deducted Rs.....

Details of Distribution of Total Institute Share deducted

- (a) RDF (SRIC Fund) % of Rs.....
 (b) DDF of Department % of Rs.....
 (c) PDF % of Rs.....
 (c1) PDF of Dr.....= Rs.....
 (c2) PDF of Dr.....= Rs.....
 (c3) PDF of Dr.....= Rs.....
 (d) Electricity Charges % of Rs.....

TOTAL = Rs.

- (e) Distribution of incentive to office Staff and S.W.F. etc.% of Rs.....

TOTAL = Rs.

Details of distribution of amount as at (e) Rs.....

1. S.W.F. (5%) Rs.....
 2. Department Office (20%) Rs.....
 3. Dean SRIC office and persons directly related to SRIC work (30%) Rs.....
 4. Fund for Community Activities (10%) Rs.....
 5. Central Administrative Fund (35%) Rs.....

TOTAL = Rs.

Details of distribution of Department Office Staff Share as at (2) :

Name	Designation	Employee Code	Saving Bank A/c No.	Amount in Rs.
TOTAL				

Percentage of Various Components of Total Institute Share deducted

Components	Routine testing	consultancy
(1) RDF	72 %	52%
(2) DDF	20 %	12%
(3) PDF	nil	23 %
(4) Electricity Charges	3.75 %	6%
(4) Incentive to Office Staff, S.W.F. etc.	4.25 %	7 %

(Signature of Principal Investigator)