

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
REQUEST FOR APPROVAL OF CONSULTANCY PROJECT

1. Name of the Department
2. Title of the Project.....
3. Sponsor's Name and Address.....
4. Type of Sponsorship : Private Sector Govt. Sector Public Sector Foreign Agency Others (Please Specify)
5. Payment to be received in : FULL PART
 Indian Currency Foreign Currency
6. (i) Date of Commencement (ii) Expected Date of Completion
7. Whether MoU / Agreement Signed with Agency : Signed Not Signed
8. GSTIN No. TAN No. (Mandatory Requirement)

9. Details of Staff involved :-

Investigator(s)	Designation	Employee No.	Man-days	Signature
(P.I.)				

Technical Staff (only regular Staff)	Designation	Employee No.

10. **Budget** (should conform to the amount of contract/agreement with the sponsor)

Budget Head / Description	Budgeted Amount	Present Allocation (only in case of Part Payment)
1. Gross Amount including GST		
2. Less- GST		
3. Contracted Amount		
4. Actual amount received in SRIC Bank A/c		
5. Institute Share (25% of Contracted Amount)		
6. TDS Deducted**		
7. Expenditure (Estimated*)		
8. Honorarium (Estimated)		

**The TDS deducted by sponsoring agency not to be included in Expenditure or Honorarium.

*The amount to be utilized by the PI for cost of Material, Contingency/Misc., Travel, Work-hire, Consultant, Research Project Staff etc. as per Consultancy Rules & Purchase Rules.

Correspondence with sponsor attached : request from sponsor offer from PI response from Sponsor

Recommended

Signature of Head of the Deptt/Centre (with date & stamp)

Signature of the Principal Investigator (with date)

Endorsement by SRIC Office, IIT Roorkee

The above is submitted for approval as recommended by HOD.

Project No:

Dated:

Dealing Asstt.

Supdt. (SRIC-Admn.)

Asstt. Registrar (SRIC-Admn.)

Approved/Not Approved

Assoc. Dean (SRIC) / Dean (SRIC)

Copy to: 1. Head of the Department

2. Principal Investigator

3. AR SRIC A/C

FOR USE BY SRIC ACCOUNTS OFFICE

PROJECT NO. _____

Institute Share to be deducted

25% of the Contracted Amount which includes Electricity Charges @ 1.5%

Note:

1. In case of part payment by the Agency, the Institute Share will be deducted on contracted part of each installment.
2. The Institute Share will be distributed amongst IDF (SRIC Fund), DDF, PDF and incentive to staff etc. on getting full payment and at the time of closing the project only.

CONTRACTED AMOUNT	GST	% of INSTITUTE SHARE	ELECT. CHARGES	TDS Deducted by F. Agency	DEALING ASSTT.	ASSTT. REGISTRAR
	18%	23.5%	1.5%	10%		

Service Tax : Rs.

Institute Share : Rs.

Elect. Charges : Rs.

TDS Deducted by F. Agency: Rs.....

For Label