

Punjab Engineering College
(Deemed to be University), Chandigarh

Memo No. PEC/DSR&IC/4406

Dated: 15 MAR 2021

Subject:- Standard Operating Procedure for taking up Consultancy/Testing Projects

This is in continuation of office Memo No. PEC/DSR&IC/17937 dated 22.12.2020 vide which Revisions in the existing rules and norms for Consultancy/Testing Projects were notified. Few operational glitches were come to the notice of Dean SRIC during the implementation of these revised norms for consultancy. In order to remove these operational glitches, the Standard Operating Procedure for taking up consultancy/Testing projects is detailed below:

1. A Regular Faculty member can start Consultancy/Testing work only after getting the Job No. from Dean SRIC office. A rough workout for arriving at the estimate of Consultancy/Testing charges has to be attached with the Job No. Performa. (Revised Job No. Performa for Consultancy/Testing projects is attached)
2. Performa Invoice has to be raised and issued directly to the client by the PI on behalf of the institute before the receipt of any amount in the Institute account designated for consultancy (SBI, PEC Sector 12, Chandigarh Branch, Account No. 30073124224, IFSC: SBIN0002452). The PI will assign the Performa Invoice No. at his own level. (Revised Performa Invoice is attached)
3. The amount is to be received in the PEC Consultancy Account within 30 days of raising the Performa Invoice. The Performa Invoice along with the details of payment received has to be submitted by the PI to the Dean SRIC office within 10 days after the receipt of money in PEC account. Dean SRIC will forward the Performa Invoice to the Account Section for issuing of INVOICE and payment of GST and other compliance.
4. If in case, the amount is not received from the client within 30 days of raising Performa Invoice, it is the sole obligation of PI to send a request to cancel the job in DSRIC office.

The above revisions will be applicable to all **w.e.f 1st April 2021**.


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1. All Heads of Department for circulation to all faculty members of their respective Departments
2. All Centre Heads for circulation to all faculty members
3. ACF&A
4. PA to Director
5. Web Master to replace the old forms with new forms & to circulate the above to all faculty members through e-mail