

(Performa for undertaking the work related to Consultancy)

- 1 Name of the Concerned Deptt. _____
- 2 Name of the Client with TAN No. _____
Address of the Client _____
- 3 Status of Client Private Sector Govt Sector Public Sector
 Foreign Agency Others (Please specify) _____
- 4 Description of Project work _____
- 5 Payment to be received in : FULL PART
 Indian Currency Foreign Currency
- 6 Date of Start _____ and Expected Completion _____

7. Project Cost Details

S.No	Description	Amount in Rs.
i)	Total Project Cost (including Service Tax)	
ii)	Less – Service Tax @ 15% <i>or as applicable</i>	
iii)	Net Project Cost (i – ii)	
iv)	Institute Overhead Charges (25% of Net Project Cost)	
v)	Investigating Team Share (including Direct Expenditure) (75% of Net Project Cost)	
vi)	Direct Expenditure on the Project , If any * (Generally limited to 15 % of (v)	
vii)	Balance Available for Distribution to Investigating Team Share (v – vi)	

8. Names of Faculty undertaking the Project

S.No	Name of Faculty	Department	E. Code	Signature of Consent
1.				P.I.
2.				

9. Technical Staff (only regular Staff)

S.No	Name of Staff Member	Department	E. Code
1.			
2.			

Name & Signature of P.I

- D.A. -**
1. Copy of Letter from the Client
 2. Copy of the Cheque /Amount received
 3. P.I should apply in above format with four copies.

Dean SR&IC Office

Job No _____

Checked and Verified

(Dealing Assistant, Dean SR&IC Office)

Dated: _____

Dean SR& IC

OFFICE OF THE DEAN SR&IC, PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH

Job No _____

Dated: _____

PI is allowed to undertake the said Consultancy Project work under the Job Number assigned as above. As per the applicable Institute Norms for Consultancy. PI is requested to submit the request form for issuance of bill for the above job.

Note:- On receiving TDS in Institute, TDS will be deposited in Institute Development Fund Share.

Copy to: **1. P.I,** **2. HOD** **3. ACF&A**

FOR USE BY SRIC /ACCOUNTS OFFICE

Institute Overhead Charges (IOC) (25% of Net Project Cost ,at Sr. No. iii) Rs. _____

S.No	Description	Amount in Rs.
a)	IDF 50% of the above amount at IOC	
b)	DDF 15% of the above amount at IOC	
c)	PDF 25% of the above amount at IOC	
d)	Incentive to Office Staff 10% of the above amount at IOC	
	Total Amount Rs. (Check)	

Checked and Verified
(Dealing Assistant, Dean SR&IC office)

*Dean Sponsored Research,
& Industrial Consultancy*

AC (F&A) for disbursal in Respective Heads