**INDIAN INSTITUTE OF TECHNOLOGY ROPAR**

**(Research and Development)**

**Consultancy Project (Disbursement Form)**

**Distribution: Final / Interim**

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Contents** | **Details** |
| 1 | Name and Dept. of CI |  |
| 2 | Employee Id No. |  |
| 3 | Title of Project  |  |
| 4 | Industry/Client |  |
| 5 | Total Project Cost |  |
| 6 | Consultancy Fee Amount |  |
| 7 | File No. ( for office use) |  |
| 8 |  **TYPE OF CONSULTANCY (*Please any one of the following)*****Type I:** Consultancy Work without use of laboratory facilities. (20%)**Type II:** Consultancy work involving use of laboratory facilities. (30%)**Type III:** Departmental Consultancy Projects (with & without use of lab facilities) (40%) |
| **Request you to kindly transfer the consultancy fee into salary account for the consultancy project undertaken by me as follows:** |
| **S.No.** | **Name** | **Emp. Code** | **Bank A/c No.** | **Amount in Rs.** | **PAN No.** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| **Total Amount to be disbursed** |  |  |

**Declaration:-**

 It is certified that the consultancy Project has successfully completed, and Final / Interim report is submitted to client on------/------/-------.

 Signature of Consultant/ Principal Investigator

**For office use only**

|  |  |  |
| --- | --- | --- |
| **Sr.No.**  | **Project Funds Position** | **Amount (Rs.)** |
| 1 | Gross Amount Including of GST |  |
| 2 | Less: GST |  |
| 3 | Consultancy Fee (1-2) |  |
| 4 | Institute Charges  |  |
| 5 | Amount Disbursed Earlier (if any) |  |
| 6 | Balance (3-4-5) |  |
| 7 | Total Expenditure |  |
| 8 | Balance Available for Disbursement (6-7) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name** | **Gross Amount in Rs.** | **TDS deducted** | **Net Amount Disbursed After Tax** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| Total |  |  |

 JA A/c SA A/c Audit (R&D) JR (R&D) AD (R&D) Dean R&D