

**IIT(ISM) DHANBAD**
ESTIMATE FOR EDPTitle :
Type of Job : EDP National/International**Proposal: Attach Form EDP-1**

<u>Employee's Name & Emp. Code</u>	<u>Designation</u>	<u>Dept./ Centre</u>	<u>Tentative share of each member (%)</u>	<u>Signature</u>
PC:				
Co-PC:				
Member:				

Break-up of total charges:

<u>Sl no.</u>	<u>Budget Head Description</u>	<u>Total (Rs)</u>
A	Institute charges @ 35% (excluding boarding & lodging charges) of total charges, i.e. (E) ($=0.35*(E-C3)$)	
B	Centenary Support charges* @ 5% (applicable from 1st January 2025 to 31st December 2026) of total charges, i.e. (E)	
C	EXPENSES (C1 to C6)	
	(1) Field visits	
	(2) Salary/Cost of Labour, Honorarium to Staff, Outside Consultants, Travel, etc.	
	(3) Lodging and Boarding Charges	
	(4) Contingency/Consumables etc. (not exceeding 20% of E)	
	(5) Academic activities (if any)	
	(6) Equipment Charges, if any (To be credited to DDF/CDF)	
D	Coordination Charges (E-A-B-C)	
E	Total Charges (A+B+C+D)	
F	GST @ 18% ON TOTAL CHARGE, i.e. (E)	
G	Gross Amount	

* After 31st December 2026, the Institute charges (IC) will be 35% for EDP (excluding boarding and lodging charges).

Signature of the Program Coordinator

Signature of the HOD

Date:

Date:

(Project originating from Centers/Schools shall be routed through the respective HODs of the PC and Co-PCs).

FOR OFFICIAL USE ONLY

Office of Dean (CEP)

PIC (CEP)

Dean (CEP)



**IIT(ISM) DHANBAD
DISBURSEMENT SHEET**

EDP Project No.:

A. Details of Receipt/Payment:

A1	Total Charges	
A2	GST @ 18% of the Total Charge	
A3	Total Amount received vide receipt No _____ Dated _____ (Please attach copies of receipts)	
A4	Deduct: Actual expenditure/payments already made (Please give details)	
A5	Balance available for disbursement	

B. Credits & Disbursement

B1	GST @18% of the Total Charge	
B2	Institute Charges @ 35% (for EDP) total charge of A1	
	(i) CEP Support Charges @ 65% of Institute Charges	
	(ii) Deptt/Centre Development Fund @ 15% of Institute Charges.	
	(iii) PDF @ 10% of Institute Charges	
	(iv) Central Administrative Charges @5% of Institute Charges	
	(v) Outreach Activity (viz., Swachh Bharat Abhiyan, Unnat Bharat Abhiyan, Skill India) @ 5% of Institute Charges.	
C	Centenary Support Charges @ 5% (applicable from 1st January 2025 to 31st December 2026) of total charges, i.e. A1	
D	Alumni fund Rs. 100/- per participant (for EDP)	
E	Equipment charges, if any (to be credited to DDF/CDF)	
F	Amount to be credited to PDF of the PC/Co-PC (if any)	
G	Total credit (Add Sl. No. B1 to F)	
H	Balance Available for disbursement (A5 - G)	
J	Amount to be released as per list attached (Annexure I & II)	

Encl: Disbursement sheet, Distribution list of Coordination charge, honoraria to Resource Persons & supporting staff, and final closure report of EDP.

Signature of Program Coordinator

Signature of HOD

EDP Project No.:

A. Details of Disbursement to PC/Co-PCs:

A1. Coordination charge: CI & Co-CI (As per approval)

Sl. No.	Name	Employee Code	Designation & Department	Gross Amount (Rs.)
1				
2				

A2. Honoraria for Resource Persons:

Sl. No.	Name	Employee Code/ Account details	Designation & Department	Gross Amount (Rs.)	Credit to PDF or bank	
					Bank	PDF
1						
2						
3						
4						
5						

This is to certify that the final report has been sent to the client on _____, one copy has been retained by the PC of the Project (Name of the PC) _____ and one copy has been sent to the Office of the Dean (CEP).

Signature of the Program Coordinator

Name:

Date:

EDP Project No.:

B. Details of disbursement of honoraria to supporting staff

<u>Sl No.</u>	<u>Name</u>	<u>Emp. Code</u>	<u>Amount (Rs.)</u>	<u>For Dean (CEP) office use only</u>		
				<u>Gross Annual Salary (GAS) of previous F.Y.</u>	<u>100% of GAS of previous F.Y.</u>	<u>*Total honoraria processed for payment so far in the current F.Y.</u>
1						
2						
3						
4						
5						

* Should not exceed 100% of Gross Annual Salary

This is to certify that the above-mentioned project has been completed, and the report /course volume has been submitted to the client on _____.

Signature of the PC

Name:

Date:

FOR OFFICE USE ONLY
Remarks: _____ Dealing Assistant

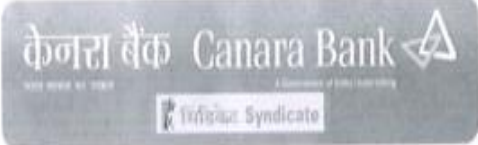
May be processed for payment:

AR (P)

Dean (CEP)/Director:

ACCOUNT DETAILS

Name of the Account:	IIT ISM CEP ACCOUNT
Account Number:	110261358281
Name of the Bank:	CANARA BANK
IFS Code:	CNRB0000986
SWIFT CODE:	CNRBINBBBFD

केनरा बैंक Canara Bank
A member of IITM Syndicate

SCAN & PAY



UPI ID: 333670637358281@cnrb