

CONSULTANCY RULES, 2023

**Indian Institute of Technology
(Indian School of Mines), Dhanbad**
(www.iitism.ac.in)



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GENERAL INFORMATION ON CONSULTANCY PROJECTS

Vision, Mission, and Preamble

- **Vision:**

Indian Institute of Technology (Indian School of Mines), Dhanbad, herein after referred to as IIT(ISM), strives to be the premier institution known for academic excellence and organic presence in the industry.

- **Mission:**

To expand areas of knowledge with harmonized coordination among its departments of engineering, science, management & liberal arts towards achieving the vision.

- **Preamble**

- IIT(ISM) is poised to emerge as the fountainhead of new ideas and innovations in technology applications leveraging the business ecosystem associated with it.
- This document details the processes to render support to the above efforts by providing consultancy/ testing services to the industries and other Organizations, as given here. The policies and the processes for consultancy services in the Institute shall be administered by the Office of the Dean (Research and Development) in order to grow and sustain creativity in an ethical environment.

Definitions

- **Chairman- BoG**, means Chairman, Board of Governors, IIT(ISM), Dhanbad.
- **'Consultancy'** means projects undertaken by the faculty members of the Institute or by the Institute for external agencies or individual clients for the development of products and/or processes/analysis and interpretation of results obtained, to carry out field studies, model studies, calculations, or economic and technical consulting and any other form of specific interest to the client/Agencies.
- **'Client'** means an Individual or an Organization or an Agency for whom the consultancy project is to be or has been undertaken.
- **'CI'** means Consultant In-charge or the 'Project Coordinator' who shall be a faculty member and who intends or undertake a consultancy/testing project.
- **'Co-CI'** means Co-Consultant In-charge.
- **Dean (R&D)** means Dean (Research & Development).
- **'Department'** means all the academic departments, academic centres, center of excellence and academic service centers of the institute.
- **'Department/Centre Development Fund (DDF/CDF)'** means a fund of the department/centre to which a part of the institute overhead charges/ share from consultancy projects is transferred.
- **'Director'** means the Director of the Institute.
- **'Institute'** means the Indian Institute of Technology (Indian School of Mines) Dhanbad

- **'Professional Development Fund (PDF)'** means a fund for the individual academic staff, share from consultancy/testing projects are transferred.
 - **'Project'** implies industrial consultancy projects or routine testing projects.
 - **'Project staff'** means a person appointed in conformity with the guidelines to work on a project.
 - **'Sponsor'** means the organization or agency that offers a project to the institute and provides necessary financial support towards successful completion of the project in time.
 - **'Testing'** refers to testing of a component or a product against a standard.
- (i) The Consultancy/EDP/testing jobs can be taken up by any member of the Academic staff, including the Director, with the prior approval of the Institute provided that the engagement of the faculty members in such jobs can be taken up to such an extent that it does not interfere with the discharge of their academic and/or other duties of the Institute. The participation of the research/postgraduate students in such work is to be encouraged.
 - (ii) Only regular faculty members of the Institute can be the Consultancy-in-charge of the Consultancy Job. Emeritus fellows, visiting faculty, etc. can be involved in the consultancy activities as Co-CI up to the age of 70 years. The Co-CI(s) should obtain concurrence of HoD/HoC of her/his academic unit before accepting the role of Co-CI.
 - (iii) All consultancies/EDP/testing, whether carried out by an individual or a group of faculty consultants and irrespective of the quantum of facilities of the institute availed, is considered as Institute Consultancy/testing.
 - (iv) Each consultancy/EDP/testing project will be the responsibility of the Institute and not of any individual.
 - (v) No consultancy/ EDP/testing project will be undertaken by academic staff and any other members in his/her individual capacity.
 - (vi) The entire expenditure for the operation of the project is required to be met by the sponsoring agency.
 - (vii) The responsibility for operation and closure of the project lies with Consultant-in-Charge (CI). The office of the Dean (R&D) and Project Accounts shall provide the necessary administrative support.

The external Organization / Agency or a client requests the Institute or a faculty member in the Institute to undertake a specific project. In case the institute is approached, the Dean (R&D) will identify the Department that shall do the work depending on the competence and faculty member (s) available for undertaking such work. The Head of Department then assigns the job to Individual(s) component to undertake the work as per the pre-determined system.

Moreover, for EDP programme or refresher courses, the guidelines provided by the respective funding agencies are to be followed.

1. Consultancy Project Proposals

The Consultancy/ EDP/testing proposal should be submitted on the prescribed **Form No. CONS-1** after going through the standard terms and conditions contained therein. The estimate of consultancy/testing proposal should be submitted on the prescribed (**Form No. CONS-2**). The estimate will have three components (a) Institute Charges, (b) Expenses, (c) Consultancy Charges. The Institute charge will be **35% of the sum of (a)+(b)+(c) for consultancy / 50% of the sum of (a)+(b)+(c) in case of testing proposals**. GST will be applicable on (a)+(b)+(c).

For the estimation of Testing service charges, the following formulae shall be applicable.

	Cost of the Equipment		X_{ii} (Rs.)
A.	Life of the Equipment (5 Years for Computer & 10 years for others). The maximum value of L_i to be considered will be 5 years for Computer & 10 years for other respectively.		L_i years
B.	Hourly Cost of Equipment		$Y_i = \frac{X_i}{2000L_i}$ (Rs.)
C.	Testing Time		T_i hours
D.	Cost of Facilities (To be credited to DDF/CDF as Equipment Charges)		$F = \sum_{i=1}^n Y_i T_i$, where i is the number of equipments
E.	Cost of Contingency/Consumables, Lodging, and boarding, field expenses, travel etc.		C
F.	Honorarium to Technical/Supporting Staff		D
G.	Honorarium to CI and Co-CIs		E
H.	Cost of Testing Service		$P=2 \times (F+C+D+E)$
I.	Institute Charge (IC)		0.5P

The equipment(s) used in the consultancy should also be calculated using the above table.

Distribution of the Institute Charges (IC) will be as follows:

a. R&D Support charge	65%
b. Deptt/Centre Development Fund (DDF/CDF)	15%
c. Professional Development Fund (PDF)	10%
d. Central Administrative Charges	5%
d. Outreach Activity (viz., Swachh Bharat Abhiyan, Unnat Bharat Abhiyan, Skill India)	05%

R&D Support charges are the part of Institute to be utilized as per norms.

CI s/Co-CI s may put part or all of their consultancy/testing/EDP project into their PDF.

The Consultant-in-charge/Dean (R&D) will deal directly with the client in all matters regarding a particular Institutional Consultancy job.

- (a) The minimum total charges for a consultancy job must be Rs. 50,000/- (excluding Taxes).
- (b) The office of the Dean (R&D) will examine the proposal and process the same for the consideration and administrative approval by the Dean (R&D).
- (c) After the administrative approval, it is desired that the standard terms and conditions be communicated to the client.
- (d) The work on consultancy job shall be undertaken only after administrative approval of the Dean (R&D) and on subsequent notification from the Office of the Dean (R&D).
- (e) Disbursement (CONS-3) will be processed only after the submission of the Final Report and filling the consultancy/testing completion and apportionment performa (CONS-3)

General guidelines concerning consultancy projects are given below:

- (a) Amount up to Rs. 50,000/- or 10% of the consultancy amount, whichever is lower, can be paid to Outside Consultant(s) after getting approval from the Dean (R&D). For payment over Rs.50,000/- and up to Rs. 1,00,000/- or 15% of the consultancy amount, whichever is lower, approval of the Committee set up under the chairmanship of HoD/HoC would be required for payment to the external consultant(s) and for which approval and sanction of Dean (R&D) shall be required. For payments over Rs. 1,00,000/-, Director may approve the payments on the recommendation of the Committee set up under the chairmanship of Dean (R&D).
- (b) The Consultant can have additional furniture/furnishing, telephone, mobile, fax, PCs, Laptops, etc. in their office and avail additional insurance cover, from their consultancy job under the budget head "Expenses" (Form Cons 2 Item B). The

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maximum expenditure on this shall be restricted to 20% of the total consultancy amount. The condition for signing an agreement with the client on a stamp paper has been dispensed with except in cases where the client desires the formal agreement.

- (c) Purchases shall be made in accordance with the provisions of the Purchase Manual of the Institute.
- (d) To minimize the travel time and cost, travel by any airline including hiring of vehicles for field works and road journey to minimize the travel time are permitted (as per institute notified rates).
- (e) The Consultant-in-charge can hire casual workers as per the need of each project on the Institute's approved rates with the approval of Dean (R&D) for hiring of manpower beyond 15 days. Hiring of casual workers for a maximum period of 15 days on each occasion shall be within the power of CI.
- (f) The time spent on consultancy and related assignments shall be such so as not to adversely affect academic and other administrative work of the faculty engaged as CI/Co-CI. The maximum time spent on consultancy shall be limited to 52 working days a year, excluding vacations, and holidays.
- (g) Consultancy services offered may cover a range of activities such as Feasibility Studies; Technology Assessments; field survey; Assessment of Designs and/or Current Manufacturing Process; Material, Energy, Environmental and Manpower Audits; Product Design; Process Development, Software Development; General Troubleshooting, Retrofitting Exercises, Intensive efforts for transfer of highly focused skills and expertise to select groups in specific organizations, preparation of project reports EMPs, setting up of vision and strategy crafting, etc.
- (h) The institute can also bid for the Consultancy Proposal in association with another agency/organization/institute. The first right to bid together will remain with existing cooperation partners who have pre-signed MoU with the institute. In case the existing cooperation is not interested, then before bidding an MoU needs to be signed between the parties. The initial bidding cost such as EMD, Security Deposit and others may be borne by the institute. On successful bid, this amount will be returned to the Institute. Further they should also have clearly mentioned that the job to be carried out between the parties and the percentage of share.
- (i) The Institute can take the job and outsource a part of the job to any other external organization/agency provided that the facility for carrying out that part of the job does not exist with the institute. However, the job can be outsourced to that external organization/Agency, with whom an MoU has been executed.
- (j) The consultancy will be treated as closed once the Project Completion Report, and the Disbursement has been made available to the Office of Dean (R&D).

2. Recruitment of Staff under Consultancy Projects

The staff can be appointed under Temporary / Ad-hoc Appointment. The staff can be appointed as detailed below:

Temporary / Ad-hoc Appointment (Not exceeding 6 months)

CI can directly hire the personnel on Temporary / Ad-hoc (for a maximum period of 6 months) after getting approval from the Dean (R&D).

Manpower under Consultancy project (more than 6 months)

It should be made through advertisement.

- For the advertisement, CI is required to provide the details of qualifications along with the desired experience and the nature of the job for a particular post. Any additional qualification requirement proposed by the CI will be put as desirable/preferable in the advertisement.
- The selection of the candidates will be through a Selection Committee proposed by CI and be approved by Dean (R&D). The selection of the candidate by the committee shall have to be approved by Dean (R&D).
- The duration of job offer for the Temporary appointment shall be for a maximum of duration of the project. The subsequent extension should be on the recommendation of CI and approval by Dean (R&D) on case-to-case basis.
- The selection like walk-in-interview/online may be conducted with prior approval of Dean (R&D).

3. Payment of Honorarium (for Consultancy/Testing/EDP)

- (a) Disbursement sheet (CONS-3) for consultancy/testing/EDP prepared by CI shall be approved and sanctioned by Dean (R&D) /Director as per the Delegation of Financial Power.
- (b) PG and PhD Students, willing to work on external consultancy/testing projects may be permitted without making any compromise on their academic commitments and performance. Such work by students may be compensated by suitable honoraria. The maximum honoraria per month for PG and PhD students shall be Rs. 15,000/- and 25,000/-, respectively.
- (c) The Staff Member(s) involved in the Consultancy/ testing /EDP work is allowed for a maximum honorarium of 100% of Gross Annual Salary of the previous financial year. The consultancy job should not interfere with the regular duties of the individual consultants.
- (d) Project Staff appointed under the projects are not eligible for any honorarium.
- (e) The minimum honorarium for conducting theory classes (online/offline) for EDP/training programmes is Rs. 5000/- per hour for Indian Expert and US\$200 per hour (or equivalent in other currency) for foreign expert.

(f) If a faculty member wants to be a consultant for discussions/suggestions/advice for external clients, the following are the indicative rates, not restricting to either minimum or maximum criteria:

- Professor: Rs. 20000/- per hour
- Associate Professor: Rs. 15000/- per hour
- Assistant Professor: Rs. 10000/- per hour

However, the Consultant-in-Charge (CI) has the freedom to fix the Consultant fee after negotiate with the firm based on a brain-hour basis.

CI is also free to fix a lumpsum charges, if the service is given for longer duration.

Nevertheless, before accepting the offer, the concerned faculty must inform and take administrative approval for her/his involvement from the Dean (R&D).

4. Testing

The word refers to testing a component/sample/instrument/equipment or a product against a standard protocol and standard equipment, devices or instruments.

5. Professional Development Fund (PDF)

To be used as per existing Institute's Rules.

6. Standard Terms and Conditions

These guidelines shall be applicable for all the Consultancy/EDP/Testing Projects by IIT (ISM) Dhanbad.

1. **Declaration:** All the work undertaken by IIT (ISM) Dhanbad as part of the project will be in good faith and based on material/data/other relevant information given by the client and established protocols governing the state-of-the-art.
2. **Confidentiality:** The concerned Faculty/PI and the persons in possession of such confidential information shall take due care to maintain integrity and discretion regarding confidential information received from the client, including but not limited to results, reports and identity of the client. However, this clause of Confidentiality shall be applicable in an individual capacity not on the entire Institute. The confidential information shall remain the sole property of Disclosing Party. However, the Confidentiality clause shall not apply with respect to any portion of the confidential information received from the Disclosing Party which:
 - a. was known to Receiving Party prior to disclosure by Disclosing Party,
 - b. is lawfully obtained by Receiving Party from a third party under no obligation of confidentiality,
 - c. is or becomes generally known or publicly available other than by unauthorized disclosure,
 - d. is independently developed by Receiving Party or
 - e. is disclosed by the Disclosing Party to a third party without a duty of confidentiality on the third party.

- f. is required to be disclosed under the law or decree.
- g. The confidential information shall remain the sole property of Disclosing Party.
3. Reports: Any deliverables including but not limited to consultancy report, Intellectual Property, data, information, process specifications given by the IIT (ISM) Dhanbad will be based on work performed according to available literature in the open domain. In any event, this report may not be construed as a legal document and cannot be used as evidence in any legal proceedings, it shall not be construed as a certificate or endorsement and shall not be used for marketing of the products or the processes, without prior written consent from IIT(ISM) Dhanbad. The Institute reserves the right to retain one copy of the report and use the results of the project for its internal teaching and research, without disclosing the identity and location of the agency. However, for publication, the data under the consultancy project, IIT (ISM) Dhanbad shall notify the client/company in writing at least 45 days before such publication.
4. Payment: Every Client shall preferably deposit 100% of the total project cost in advance to the Institute, in order to initiate the project. However, the payment terms as mutually agreed between the client and CI are also accepted. This amount shall cover the mandatory charges such as the Institute overhead and the applicable taxes. The charges will also include any applicable tax as prescribed by the GoI from time to time. GST / Applicable taxes will be payable by the client. If any demand arises in future out of GST or any other audit the same will be payable by the client. Benefit of tax exemption U/S10 (23) (iii ab) of IT Act 1961, may be given to the institute at the time of releasing the payment.
5. Termination: The project may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.
6. Conflict of Interest: The concerned Faculty (Consultant-in-charge) from IIT (ISM) Dhanbad will ensure that there is no conflict of interest in undertaking similar projects. However, this clause of Conflict of interest shall be applicable in the individual capacity not on the entire Institute, other faculty members may take consultancy in similar or same areas.
7. Disputes: In case there is any dispute between the Institute and client, then the higher authorities from the respective organizations shall try to settle the dispute in an amicable manner. However, if the dispute still persists then there shall be two options for disputes resolution:
- A. *Courts*: The matter shall be referred to civil courts of competent jurisdiction.
- B. *Arbitration*: An arbitrator shall be appointed by the mutual consent of the parties from the panel of Indian Council of Arbitrators.

8. Work Performance: Every effort will be made to complete the specified work according to the planned time schedule. However, IIT (ISM) Dhanbad will not be held responsible for delays caused beyond its reasonable control.
9. Retainership: Retainership is an assignment with a fixed frequency. The involvement of the faculty is more and thus liability also increases. Thus, the Institute shall not permit retainership in any form.
10. Disclaimer: Any and all deliverables including but not limited to reports, know-how, Intellectual Property, data, information by the Institute under the Consultancy is on an as-is-where-is basis and the Institute does not make any representations, conditions, or warranties, either express or implied, with respect to such deliverables. IIT (ISM), Dhanbad will not be liable for any damage or loss, whether direct, consequential, incidental, or special which the company or Clients or its agents suffer arising from any defect, error or fault of the deliverables or its failure to perform. The Institute does not give any warranty of fitness for a particular purpose, or merchantability. The Company/Client acknowledges that it has been advised by IIT (ISM), Dhanbad to undertake its own due diligence regarding the deliverables before its commercial launch or sale.

All the deliverables pursuant to the consultancy/testing project are generated using academic methodology and hence are transferred on as-is-where-is basis. The institute and/or employee(s)/student(s) shall not be liable for loss or damage of any kind whatsoever.

11. Third-party Intellectual Property Infringement: The Institute shall not give any undertaking that the deliverables are free from all any third-party Intellectual Property infringement. Nothing shall constitute any warranty or representation by IIT (ISM), Dhanbad as to title to the Deliverables or that anything made, used, sold or otherwise disposed of under any license granted under Consultancy is or will be free from claims or allegations of infringement of patents, copyrights, trademarks, industrial design or other intellectual property rights.
12. Completion Report: The client shall give a completion report within 45 days or as specified in the proposal stating that the performance of Institute under Consultancy is to its satisfaction, so that the Institute may close the Consultancy assignment. In case the company or client does not give a completion report with the stipulated time, then it shall be deemed that the report has been accepted by the company or client and the project shall be deemed to be successfully completed and all the obligations of the institute under the agreement have been complied with.
13. Ownership of Project Intellectual Property: All the Intellectual Property generated under the project shall be exclusively owned by the Company. However, IIT (ISM) shall be free to use the intellectual property developed during the Project for its own internal teaching, further research, educational and publication.

14. Ownership of the Background Intellectual Property: Ownership of any background intellectual property (including but not limited to confidential information, know-how, patents, copyrights, design rights, rights relating to computer software, and any other industrial or intellectual property rights) shall be owned by the party developing such Intellectual Property.
15. Ownership of the Intellectual Property post completion of the project: Any modification, research, improvements done over the deliverables after completion and/or termination of the project shall be treated as a separate Intellectual Property and shall be owned by the party making such improvements.
16. Nevertheless, anything contrary contained herein the Project intellectual property shall be deemed to be owned by IIT (ISM) in case, the Company fails to deposit the project money within the stipulated time.
17. There is no criminal/civil liability to the Consulting Team and IIT(ISM).

	FORMAT FOR CONSULTANCY/ TESTING/ EDP PROPOSAL
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TITLE OF THE CONSULTANCY *(Kindly fill in BLOCK letters)*

CONSULTANT-IN-CHARGE

Name: _____ Designation: _____

Department/Centre: _____

Telephone: Direct: _____ EPABX: Extn _____ Email: _____

EXPECTED TIME SCHEDULE

Duration: _____ Years _____ Months _____ Weeks Starting Date: _____

CLIENT DETAILS *(Kindly fill in BLOCK letters)*

Firm's Name: _____		Contact Person's Name: _____	
Address: _____		Designation: _____	
City: _____	Pin: _____		
Ph. _____	Ext. _____	Fax _____	Email _____

TOTAL CHARGES AND PAYMENT DETAILS

Total Value <i>(in figures)</i>	Total Value <i>(in words)</i>
_____	_____

SCOPE OF THE CONSULTANCY *(attach separate sheet, if necessary)*

Signature of the Consultant In charge

Date:

Signature of HOD/ HOC

Date:

(Project originating from Centers/Schools shall be routed through the respective HOCs of the CI and Co-CIs).

FOR OFFICIAL USE ONLY

Dean (R&D)

**INDIAN INSTITUTE OF TECHNOLOGY**
(INDIAN SCHOOL OF MINES), DHANBAD

ESTIMATE FOR CONSULTANCY/TESTING/EDP ASSIGNMENT

Title :
Type of Job: Consultancy/Testing/EDP
National/International

Proposal: Attach Form **CONS-1**

Employee's Name and Code	Designation	Dept/ Centre	Tentative share of each member	Signature
CI:				
Co-CI:				
Member:				

BREAK-UP OF TOTAL CHARGES

	BUDGET HEAD DESCRIPTION	Total (Rs)
A	INSTITUTE CHARGES @ 35% (in case of Consultancy) /@50% (in case of Testing)/@35% (in case of EDP, excluding boarding & lodging charges) of total charges, i.e. (D)	
B	EXPENSES	
	Recurring	
i.	Field visits	
ii.	Salary/Cost of Labour, Honorarium to Staff, Outside Consultants, Travel, etc.	
iii.	Lodging and Boarding Charges	
iv.	Contingency/Consumables etc. (not exceeding 20% of D)	
	Non-Recurring	
v.	Equipment Charges: (To be credited to DDF/CDF)	
C	CONSULTANCY/TESTING CHARGE	
D	TOTAL CHARGE (A+B+C)	
E	GST @ 18% ON TOTAL CHARGE, i.e. (D)	
F	GROSS AMOUNT	

No deduction will be made from the budget head except applicable income tax. Encl: Form No. CONS-1.

Signature of HOD/ HOC

Date:

Signature of the Consultant-in-Charge

Date:

(Project originating from Centers/Schools shall be routed through the respective HOCs of the CI and Co-CIs).

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Dean (R&D)



INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)
DHANBAD-826004
Disbursement Sheet

Consultancy Project No.: CONS/TEST/EDP

A. Details of Receipt/Payment:

1	Total Charges	
2	GST @ 18% of the Total Charge	
3	Total Amount received vide receipt No..... Dated.....(Please attach copies of receipts)	
4	Deduct: Actual expenditure/payments already made (Please give details)	
5	Balance available for disbursement	

B. Credits & Disbursement

6	GST @18% of the Total Charge	
7	INSTITUTE CHARGES @ 35% (for consultancy and EDP Programme) & 50% (for TestingService) total charge of A.1	
i	R&D 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.	
iv	Outreach Activity (viz., Swachh Bharat Abhiyan, Unnat Bharat Abhiyan, Skill India) @ 5% of Institute Charges.	
8	Field visits & vehicle charges	
9	EDC Development fund 5% of Institute charges (only for EDP)	
10	Lodging and Boarding Charges	
11	EDC 4000 Xeroxing charge (Credited to EDC Project No.4000)	
12	Alumni fund Rs.100/- per participant (for EDP)	
13	Equipment charges (to be credited to DDF/CDF)	
14	Other payments to be made (Please given details) supplier's bill should be sent separately to the Project accounts section for payment along with approval/sanction of the same	
15	Contingency/Consumables etc. (not exceeding 20% of A.1)	
16	Total credit (Add SL. No.7 to 15)	
17	Balance Available for disbursement (SL No. 5 SL. No.16)	
18	Amount to be released as per list attached (I & II)	
19	Net Savings	
Distribution of savings:		
20	A. 50% R&D Support Charge	
	B. 50% to the Dept.'s development fund of CI & CO-CI(s) in the proportion of tentative share	

Encl: Photocopies of money receipts. Disbursement sheet, Statement of expenditure, Distribution list of Honoraria to faculty & supporting staff of IIT(ISM).

Signature of HOD

Signature of consultant-in-charge

CONSULTANCY Project No. CONS/TEST/EDP

A. DETAILS OF DISBURSEMENT TO CONSULTANTS

A.1. HONORARIUM FOR CONSULTANTS:

Sl No.	Name	Employee Code No.	Designation/ Department	Gross Amount (Rs.)	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

This is to certify that the final report has been sent to the client on..... One copy has been retained in the Department of..... and one copy has been sent to Dean (R & D) office.

Signature of the Consultant-in-charge

Name:

Date:

CONSULTANCY PROJECT NO. CONS/TEST/EDP/

B. DETAILS OF DISBURSEMENT OF HONORARIA TO SUPPORTING STAFF OF IIT(ISM)

Sl No.	Name	Employee No.	Code	Amount (Rs.)	For Dean (R & D) office use only		
					Gross Annual Salary (GAS) of previous F.Y.	100% of GAS of previous F.Y.	Total honoraria processed for payment so far in the current F.Y.
1							
2							
3							
4							
5							

* Should not exceed 100% of Gross Annual Salary

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

Date

Signature of Consultant in charge
Name

FOR OFFICE USE ONLY

Maybe processed for payment

AR (P)

Dean (R&D)/Director