

The CONSULTANCY RULES, 2019

**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 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/ 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) All consultancies/testings, 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.
 - (iii) Each consultancy/testing project will be the responsibility of the Institute and not of any individual.
 - (iv) No consultancy/testing project will be undertaken by academic staff and any other members in his/her individual capacity.
 - (v) The entire expenditure for the operation of the project is required to be met by the sponsoring agency.
 - (vi) 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 must request the Institute or a particular individual in the Institute to undertake a specific project. In case the institute is approached, Dean (R&D) will identify the Department that shall do the work depending on the competence and facilities 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.

1. Consultancy Project Proposals

The Consultancy/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) case of 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. Institute	70%
b. Deptt/Centre Development Fund	15%
c. Benevolent Fund	10%
d. Outreach Activity (viz., Swachh Bharat Abhiyan, Unnat Bharat Abhiyan, Skill India)	05%

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

The Consultant-Incharge/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. 25,000/- (excluding Taxes).
- (b) The office of the Dean (R&D) will examine the proposal and process the same for the consideration and approval of the competent authority.
- (c) After the 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 prior approval of the competent authority 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 taking 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/- or over 15% of the consultancy amount, Director may approve the payments on the recommendation of the Committee set up under the chairmanship of Dean (R&D). Payment exceeding 30% of the total consultancy amount shall not be allowed to the Outside Consultant(s).
- (b) The Consultant can have additional furniture/furnishing, telephone, fax, PCs in their office and also avail additional insurance cover, from their consultancy job under the budget head "Expenses" (Form Cons 2 Item B). The maximum expenditure on this shall be restricted to 20% of the total consultancy amount. The condition for signing

of an agreement with the client on a stamp paper has been dispensed with except in cases where the client desires the formal agreement. However, the standard terms and conditions for undertaking the consultancy assignment shall remain applicable and the deviation from these is to be clearly brought out in the consultancy proposal/or to client. It is the sole responsibility of the CI incharge to make aware the Client about the Standard Terms and Conditions. The CI will satisfy the Client for the work carried out, however, if the client is not satisfied with the work of the Consultant, it shall remain the total responsibility of the Consultant either to satisfy the client or ask Dean (R&D) Office to refund the charges to the Client.

- (c) Purchases shall be made in accordance with the provisions of Purchase Manual of the Institute.
- (d) In order to minimize the travel time and cost, travel by any airline, hiring of vehicles for field works and road journey to minimize the travel time may be permitted (as per actuals). Government money received should preferably be spent on National carriers.
- (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).
- (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. A declaration to this effect shall have to be submitted by CI/Co-CI and shall be overseen by HoD/HoC. Teaching feedback shall be additionally monitored.
- (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 other 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 existing cooperation is not interested than before bidding as 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 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 or carrying out that part of the job does not exist with the institute. However, the job can be outsourced to that external organization/Agency those firms with whom an MoU has been executed.
- (j) Maximum of four days in a month would be devoted to such work.
- (k) **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:

- The advertisement (Specifically Temporary / Ad-hoc Appointment) mentioning for the posts should be published on the Institute's website.
- 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. CI shall also decide the monthly/ weekly/daily remuneration against the job to be carried out on the project.
- 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 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.
- temporary appointment
- The duration of job offer for Ad-hoc appointment shall be for a maximum of 3 months. 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

- (a) Disbursement sheet (CONS-3) prepared by CI shall be approved and sanctioned by Dean (R&D) for making the payments.
- (b) PG and Ph.D. Students, willing to work on external consultancy 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 Ph.D. students shall be Rs. 8,000/- and 15,000/- respectively.
- (c) Staff Member(s) involved in the testing/Consultancy/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.

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 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 the 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. This amount shall cover the mandatory charges such as the Institute overhead and the applicable taxes. In case the client does not deposit the total cost of the consultancy/testing within a period equal to two times the original period, then this amount shall be taken over by the Institute and the project stands terminated with no further notice. 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/S 10 (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 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 Incharge) 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 makes 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.
 11. Indemnification by the Client/Company: The Company or client shall expressly indemnify, hold harmless and defend IIT, ISM Dhanbad, its Board of Governors, officers, employees, faculty, students, invitees, and agents (the “Indemnified Parties”) against any and all third party demands, claims, actions of any nature or kind whatsoever (“Claims”), liabilities, damages, (“Losses”) arising out of or in any way associated with the Consultancy, including, without limitation, the use, manufacture, marketing and sale, whether by Clients or persons deriving title from the client.
 12. 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, trade-marks, industrial design or other intellectual property rights.

13. 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.
14. 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.
15. 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.
16. 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.
17. Notwithstanding anything contrary contained herein the Project intellectual property shall deemed to be owned by IIT (ISM) in case, the Company fails to deposit the project money within the stipulated time.
18. There is no criminal/civil liability too te Consulting Team and IIT(ISM).


FORMAT FOR TESTING / CONSULTANCY PROPOSAL

1. Title of the Proposal:
2. Type of Job: Consultancy/Testing
3. Origin of the Proposal (Maximum 1 page):
4. Deliverables (Bullet wise) Please enclose the request letter from the client.
- 5a. Time Frame : 5b: Number of days involved
- 5b. Number of Days/Hours (4 hours and it's multiple):
- 5c. Cumulative number of Days/Hours involved for all ongoing projects (4 Days/month, 1 Day = 8 hours):
6. Importance of the proposed testing /Consultancy assignment in the context of current status (Maximum 1 page)
7. Expertise for carrying out Testing/Consultancy Work:
 - 7.1 Expertise available with the investigators in executing the testing:
 - 7.2 Summary of roles/responsibilities for all Investigators: (If the proposal contains more than one Investigator, it is important to clearly mention the role of each Investigator in implementing the objectives of the proposal.)

S. No.	Name of the Investigators, Department	Roles/Responsibilities

8. Estimate for Testing/Consultancy Assignment: Enclose Form No. CONS-2

9. Provide the following details about the testing/consultancy/EDP proposals submitted/ongoing/completed by the Investigators during the current and preceding financial year. The details should start with the CI, followed by CO-CIs.

Financial Year	Name and Department of CI		Submitted		Ongoing		Completed	
	Type of Proposal	Total Number of Proposals	Total Cost	Total Number of Proposals	Total Cost	Total Number of Proposals	Total Cost	
Current	Testing							
	Consultancy							
	EDP							
Preceding	Testing							
	Consultancy							
	EDP							

10. Equipment available with the CI and his Group/ Department/ that will be used for the testing/consultancy:

Equipment available with	Generic Name of Equipment/Software	Model/Module (with version), Make & year of purchase, Cost of the equipment and funding through which equipment has been purchased (Institute, CRF, TEQIP, Departmental, Funding Agency)
CI & his group		
Department		

11. List of Research Proposals submitted/ongoing/completed by the Investigators during Current and Preceding Financial year. (The list should start with the CI, followed by Co-CIs).

Financial Year	Name and Department of CI			Duration	Role (PI/Co-PI)	Funding Agency
	Status	Title	Outlay			
Current	Submitted					
	Ongoing					
	Completed					
Preceding	Submitted					
	Ongoing					
	Completed					

12. Provide the number of M. Tech and Ph.D. Scholar. (The list should start with the CI, followed by Co-CIs)

Scholar	Completed	Registered
M. Tech		
Ph.D.		

13. Details of Teaching Load in the current semester and immediate preceding semester (excluding Summer Semester) with the CI and his Group. (The list should start with the CI, followed by Co-CIs)

Semester	Name and Department of CI		
	S. No.	Name and Code of the Subject	L-T-P
Current			
Preceding			

Signature of HOD/ HOC

Date:

Signature of the Consultant-in-Charge

Date:

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

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Dean (R&D)



INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD
ESTIMATE FOR CONSULTANCY/TESTING ASSIGNMENT

Title :
Type of Job: Consultancy/Testing
National/International
Proposal: Attach Form CONS-1

DETAILS OF THE CONSULTANT-IN-CHARGE AND CO-CONSULTANT-IN-CHARGE(S)

Employee Code	Employee's Name	Designation	Dept/ Centre	CI / CO-CI	Tentative share of each member	Signature

BREAK-UP OF TOTAL CHARGES

	BUDGET HEAD DESCRIPTION	Total (Rs)
A	INSTITUTE CHARGES @ 35% (in case of Consultancy) /@50% (in case of Testing) 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 HODs of the CI and Co-CIs).

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Dean (R&D)

DT



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 Testing Service) total charge of A(1)	
i	Institute @ 70% of Institute Charges	
ii	Deptt/Centre Development Fund @ 15% of Institute Charges.	
iii	Benevolent fund @ 10% 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 accounts section for payment along with approval/sanction of the same	
15	Contingency/Consumables etc.(not exceeding 20% of A1)	
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% Institute Development fund	
	B. 50% to the Dept.'s development fund of CI & CO-CI(s) with equal share basis	

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

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 Incharge

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

Signature of
Consultant in charge

Date

Name

FOR OFFICE USE ONLY

Maybe processed for payment

Dean (R&D)

AR(B&P)

**CONSULTANCY/TESTING COMPLETION AND APPORTIONMENT PROFORMA**

The consultancy /testing job No. _____ entitled _____ notified by Dean (R&D) dated _____ was undertaken by me along with Consultant Incharge (Please Provide their name (s), if any).

It is certified that the job has been successfully completed as per the consultancy agreement and the results/deliverables have been provided to the client vide letter no. __ dated _____. Please enclose a copy of the report submitted to the client with details of the measurements and/or calculations made as well as other deliverables of the consultancy job for records of the Dean (R&D) Office. In order to ensure confidentiality of the information contained in the report (wherever required), the same may be sent under confidential cover address with Consultancy/testing Number to the Office of the Dean (R&D). Such reports shall be returned to the Consultant-Incharge after a period of One Year (or any other suitable period as decided by the competent authority). I also certify that the report submitted to the client has been accepted by the client.

The Consultancy/Testing Job may be considered as completed and therefore the apportionment of the Fee for Scientific and Technical Advice may please be approved and disbursed.

Signature of HOD/HOC

Signature of the Consultant-Incharge

Date:

Enclosures:

- a. Disbursement Sheet (CONS-5)
- b. Final Completion Report