**NCU/FRM/3.5/RDIL/005**

|  |  |  |
| --- | --- | --- |
| **Logo  Description automatically generated** | **PROPOSAL FOR DISTRIBUTION OF CONSULTANCY PROJECT SAVINGS** | **Review Date:** |
| **Sheet 1 of 1** |

**Title of Consultancy:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Client Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Start of Consultancy Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Completion of Consultancy Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date of Submission of Project Completion Report to the Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Received from the Client: Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Whether Full / Part receipt)**

**Expenditure:**

|  |  |  |
| --- | --- | --- |
|  | **Expenditure** | **Amount (Rupees)** |
| **A.** | **i) Recurring:**  |  |
| Honorarium of NCU Resource Persons for Type III |  |  |
| Honorarium to Other Staff / Outside Consultants / Outside Resource Persons |  |  |
| Computational Charges |  |  |
| Travel and Hospitality |  |  |
| Consumable |  |  |
| Equipment/ Space Usage Charges |  |  |
| Publicity & Printing |  |  |
| Others |  |  |
| **Sub-Total Recurring** |  |
| **B.** | **ii) Non-Recurring:** Equipment, Materials, etc. |  |
| **C.** | **Service Tax payable** |  |
| **D.** | **Education Cess payable** |  |
| **E.** | **Total Expenditure (A+B+C+D)** |  |

**Savings from the Amount Received from the Client from Consultancy project:**

**University Share:**

**Amount distributable to Consultants:**

**Distribution amongst Consultants:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of the HOD/DOS/Consultant/Staff** | **Department** | **Employee No.** | **Amount (Rs.)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Certified that the suggested distribution is per the university norms.**

**Date:**

**Principal Consultant HOD/DOS Dean**

**Vice-Chancellor**