# NCU/FRM/3.5/RDIL/006

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| --- | --- | --- |
| **Logo  Description automatically generated** | **CALCULATION OF CONSULTANCY PROJECT COST** | **Review Date:** |
| **Sheet 1 of 1** |

**Title of Consultancy/CEP:**

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

**DETAILS OF THE PRINCIPAL CONSULTANT (PC) AND CO-CONSULTANT(s) (Co-C)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Employee's Name and ID | Designation | Dept./School | Actual Load\* of this Consultancy (in days) in each Financial Year | | Signature |
| Current FY | Next FY |
| PC |  |  |  |  |  |  |
| Co-C |  |  |  |  |  |  |
| Co-C |  |  |  |  |  |  |

\* i) As per Guidelines for undertaking Consultancy Jobs, total load should not exceed 52 days per financial year.

ii) The minimum time to be spent on any consultancy will be linked to the value of the job as follows:

|  |  |  |
| --- | --- | --- |
| Consultancy Value (excluding Service Tax) | Minimum Load for | |
| PC | Co-C |
| Upto Rs. 1.0 lakh | 0.5 day | 0.5 day |
| Rs. 1.0 – 5.0 lakhs | 1 day | 1 day |
| > Rs. 5 lakhs | 2 days | 2 days |

iii) Split-up the load if the period of consultancy runs through more than one financial year. The load of consultancy in the next financial year shall be subject to a minimum of 0.5 day for each PC and Co-C.

**BREAK UP OF TOTAL CHARGES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Budget Head Description** | | **Budget Code** | **Amount (Rupees)** |
| **A.** | **EXPENSES**  **i) Recurring:** | |  |  |
| Cost of Consultant Man-days for Type I, II, IV & V / 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 |  |  |  |
| Contingency |  |  |  |
| **Sub-Total Recurring (A)** | |  |  |
| **B.** | **ii) Non-Recurring:** Equipment, Materials, etc. | |  |  |
| **C.** | **Fee for Scientific & Technical Advice** | |  |  |
| **D.** | **Total Expenses (A+B+C)** | |  |  |
| **E.** | **University Overhead @ 35% of Total Expenses (D)** | |  |  |
| **F.** | **Total Consultancy Charges (D+E)** | |  |  |
| **G.** | **Service Tax @ 12% of F (Total Charges)** | |  |  |
| **H.** | **Education Cess @ 3% of G (Service Tax)** | |  |  |
|  | **Gross Amount (F+G+H)** | |  |  |

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Signature of HOD/DOS/VC Signature of Principal Consultant

(DOS in case of HOD, VC in case of DOS) Date:

(Kindly ensure that the given load by Mobile:

PC / Co-C is realistic & not minimum) Phone Ext: