

University Consultancy Code: _____ / _____ / _____ / _____ / _____
 (DRC) / (Agency-Type) / (Dept.) / (PI) / (Sl. No.) / (Fin. Yr.)

Bengal Engineering and Science University, Shibpur
Application for Transfer of Next Phase Amount of the Sanctioned Consultancy

1. (a) Name of Consultant (s) & Designation :

(b) Department/School/Centre :

2. (a) Title of the Consultancy :

(b) Sponsoring agency and type :

(c) Total Amount Sanctioned for the Consultancy

Proj. Cost (x)	S.T. (y)	Total (x+y)	I.T. (z)	Net (x+y)-z	Consultants Share	O.H.
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

1st to 4th Phase

(d) Sanctioned Order : No. _____ Date: _____
(Please enclose copy, if revised)

(e) Total Duration of the Consultancy :

3. (a) Grant Released Letter : No. _____ Date: _____
(Please enclose copy of the Letter)

: Cheque/DD No. _____ Date: _____ Bank: _____

: E-Transfer No. _____ Date: _____ Bank: _____ A/c. No. _____

(b) Amount released from the Sponsoring Agency

Proj. Cost (x)	S.T. (y)	Total (x+y)	I.T. (z)	Net (x+y)-z	Consultants Share	O.H.
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.

1st Phase
 2nd Phase
 3rd Phase
 4th Phase

(c) Total Amount received so far

(d) Balance to be released

(e) Bank, Branch & Consultancy A/C No. : UBI, BESUS Branch, A/C. No. 1532010005180

4. (a) Official Date of Implementation/ Commencement of the Consultancy :

(b) Date of DAC* meeting for report of sanctioned consultancy :

(c) Enclose copy of the approval from the University for conducting Consultancy Project :

 Date: _____ (Consultant (s))

 Date: _____ (HoD / DoS / HoC) seal

(For DRC Office use only)

A1. Checked and verified.

 (Dealing Assistant, Office of DRC)

Date:

B1. To: The Finance Officer, BESUS

Please arrange to endorse/issue cheque(s) for amount(s) mentioned against Para 3(b) above to the undersigned.

Date:

(Director of Research & Consultancy)

(For the use of Finance Officer)

C1. Chief Cashier

(i) Please pay Rs. to 'PROJECT ACCOUNT'. (A/C No 1532010005180, UBI, BESUS Br).

from A/C No. UBI, BESUS Br. Ref. File No.

(ii) Please pay Rs. to A/C No.

from A/C No. UBI, BESUS Br through Cheque No. Date.

C2. Director (R&C)

Enclosed please find the cheque amounting Rs. through Cheque No. Date.

Date:

(Finance Officer)

Note:

• Amount to be transferred to 'OVERHEAD ACCOUNT'. (A/C No 1532010005173, UBI, BESUS Br.) Rs.

from 'PROJECT ACCOUNT' through Cheque No. Date.

• Remaining amount as Project Cost to be transferred to 'PI's Project Account' Rs.

from 'PROJECT ACCOUNT' through Cheque No. Date.

Copy to:

D1. Consultant, Prof. - for information

D2. File No.

Date:

(Director of Research & Consultancy)

* Departmental Academic Committeee