



Institute Consultancy Project Code: DRC/_____

(Agency-Type) / (Dept.)/ (PI) / (Sl. No.) / (Fin. Yr.)
(For office use only)

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
Application for **Transfer of First Phase Amount** of the Sanctioned **CONSULTANCY**

1. (a) Name of Consultant & Designation : _____
 (b) Department/School/Centre : _____
2. Title of the Consultancy : _____

3. (a) Name and Address of the Sponsoring Agency (For Invoice purpose) : _____
 : _____
- (b) (i) GST Number : _____ (ii) Place of Service: _____
4. Sanctioned Order No. & Date (Copy enclosed) : _____

5. Amount Sanctioned (in Rupees)

Proj. Cost (x)	GST (y)	Total (x+y)	Others (if any) (z) (e.g. IT)	Net amount received (x+y)-z	Consultants Share	Equipment/ External Services etc.	Over head
Proj. Cost (x)	GST (y)	Total (x+y)	Others (if any) (z) (e.g. IT)	Net amount received (x+y)-z	Consultants Share	Equipment/ External Services etc.	Over head
Order No. & Date:				Duration of the Consultancy:			
Cheque/DD/E-Transfer No. & Date:				Bank Name:			

6. (a) Amount Released as First Phase (in Rupees)
- (b) Balance to be released (in Rupees)
- (c) Fund Release Details (copy enclosed)
7. (a) Date of Commencement : _____
- (b) Enclose copy of approval of the Institute authority: _____
8. Institute Invoice Number & Date: _____

(Signature & date of the Consultant)

(Signature & date of the Head of the Department)

For the use of office of the Dean (R&D)

The information as stated above are verified with the supporting documents. Forwarded to the Central Accounts with a request to transfer the fund to the "IEST SHIBPUR R&D A/C – I (A/c No. 1 5 3 2 0 1 0 0 0 5 1 8 0 , UBI, BESUS Br.)".

(Dealing Assistant, Dean, R&C Office)

Dy. Registrar (R&C)

(Dean, Research & Consultancy)

For the use of Central Accounts

Cheque / NEFT No. _____ Date _____ Rs. _____

Dealing Assistant

Assistant Registrar (Accounts)

Dy. Registrar (Finance) / Finance Officer (Actg.)