



Indian Institute Of Engineering Science and Technology, SHIBPUR, HOWRAH 711 103, Shibpur
Application for Transfer of First 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 Proposed 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.

(d) 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.

(e) Sanctioned Order
 (Please enclose copy of the Order)

: No. _____ Date: _____

(f) Total Duration of the Consultancy :

3. (a) Grant Released Letter
 (Please enclose copy of the Letter)

: No. _____ Date: _____

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

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

(b) Amount released from the Sponsoring Agency as First Phase

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.

(c) Balance to be released

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 :

 (Consultant (s))
 Date:

 (HoD / DoS / HoC)
 Date: seal

(For DRC Office use only)

A1. Checked and verified.

 (Dealing Assistant, Office of DRC)
 Date:

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

B1. To: The Finance Officer, IEST

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

Date: _____ (Dean 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 Consultancy Account' Rs.
 from 'PROJECT ACCOUNT' through Cheque No. Date.

Copy to:

D1. Consultant/Chief Investigator/Project Coordinator, Prof. - For information

D2. File No.

Date: _____ (Dean of Research & Consultancy)