



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

Indian Institute of Engineering Science and Technology, 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.
1 st to 4 th Phase						
: No.				Date:		

(d) Sanctioned Order (Please enclose copy, if revised)

(e) Total Duration of the Consultancy : _____

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

: No.			Date:			
: E-Transfer No.			Date:		Bank:	
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.
1 st Phase						
2 nd Phase						
3 rd Phase						
4 th Phase						
: UBI, BESUS Branch, A/C No. 1532010005180						

(b) Amount released from the Sponsoring Agency

(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 : _____

 (Consultant (s))
 Date: _____

 (HoD / DoS / HoC)
 Date: _____ seal

(For DRC Office use only)

A1. Checked and verified.

 (Dealing Assistant, Office of DRC)

Date:

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 Project Account' Rs. from 'PROJECT ACCOUNT' through Cheque No. Date.

Copy to:

D1. Consultant, Prof. - for information

D2. File No.

Date:

(Dean of Research & Consultancy)

* Departmental Academic Committeee