Incentive form for Consultancy Projects [9]

Instructions: 1) All entries should be computerized 2. Strikeout which is not applicable 3) Follow guidelines.

**Academic Year**

1. Application Details:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Department:** | | **ME** | **EE** | | **ET** | **CS** | | **EMT** | | **FY** | | | **MBA** | |
| **Applicant's Name Bold (Surname First)** | | | | | | | | | **Mobile No:** | | | | | |
| **Designation** |  | | | **Student-Semester:** | | | **Email Id:** | | | | | | | |
| **No. of times Incentive is claimed under this category during current academic year?** | | | | | | | | | | | **00** | **01** | | **02** |

2. Consultancy Project Details:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Organization:** | | | | | | | **Government:** | **Non- Government:** | |
| **Title of Consultancy Project:** | | | | | | | | | |
| **Type of Consultancy project: Type-I, Type-II** | | | **Amount Received Rs.** | | | | | **By Cheque / DD / Online** | |
| **Expenses incurred Rs.** | | | | **Permissible Net Amount for Distribution Rs.** | | | | | |
| **Documents Attached:** | **1. Invitation Letter** | **2. Principal’s Approval** | | | | **3. Completion Certificate** | | | **4. Proof of payment** |
| **5. Statement of expenses incurred** | | | | **6. Statement of Distribution of Amount as per Policy** | | | | |

3. Declaration:

**1. Credits earned by me shall be assigned to the Institute.**

**2. If excess payment made to me is noticed, I will pay back.**

**3. The information furnished by me is correct.**

**Signature of Applicant:**

4. For office use:

|  |  |  |
| --- | --- | --- |
| **Authority** | **Comment** | **Dated Signature** |
| **Departmental Activity In-charge** | **All details are filled in. Documents attached.** |  |
| **Head of the Department** | **Claim may be please be approved** |  |
| **Institute Level Activity In-charge** | **Verified details. Amount may be sanctioned.** |  |
| **Principal** | **Approved** |  |
| **CED** | **Recommended for payment of Rs** |  |

**5. For Accountant:**

Bank**: Cheque No: Date: Amount:**

**Seal**

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