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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