

**NATIONAL INSTITUTE OF TECHNOLOG DURGAPUR
SPONSORED RESEARCH & CONSULTANCY CELL
CONSULTANCY / TESTING MONEY RECEIPT ISSUE APPLICATION FORM**

Name of Consultancy/Testing in-Charge /P.I.: -

Department: -

Job Ref No.: -

Date: -

Please allow Mr.....

On behalf of M/s & Address

with GSTIN NO.....

to deposit an amount as detailed below for the purpose of

Mode of payment: - Cash / Online transfer / Cheque / Demand Draft.

Details of payment: -

Consultancy / Testing fee (C)		Rs.
Expenditure (E)		Rs.
Institute Overhead (O),@ 30%* / 25% of (C+E)		Rs.
Add CGST@9% of (C+E+O)	OR	Rs.
Add SGST@9% of (C+E+O)	Add IGST @ 18% of (C+E+O)	Rs.
Total		Rs.

Project Cost (P) = Consultancy / testing fee(C) + Expenditure(E),
30%* applicable when Institute/department infrastructure/facility is utilized, otherwise 25%.

Rupees.....

Signature of Consultancy / Testing in-Charge / P.I.

Signature with Stamp

Enclosures: - 1. Registration of Consultancy Project {approved by Dean (R&C)}
2. Fund transfer voucher from funding agency.

**NATIONAL INSTITUTE OF TECHNOLOG DURGAPUR
SPONSORED RESEARCH & CONSULTANCY CELL
DISTRIBUTION OF CONSULTANCY / TESTING CHARGE APPLICATION FORM**

Distribution and transfer of Consultancy / Testing amount to Dr.....

The undersigned faculty member of the Department of.....
have done the consultancy works, the details of works with all relevant documents are attached herewith for
your kind perusal. I am further requesting you to credit the mentioned amount to them given below.

Total fees received from client (T), $T = P+O+S$ = Rs.....

Where, E(Expenditure) Rs.....

P= Project cost including Consultancy / Testing fees (C) + Expenditure (E) = $C+E$ Rs.....

O= Overhead charge of the Institute, 25% or 30% of 'P' as per norm Rs.....

S= GST (SGST+CGST or IGST)charge, 18% of 'P+O' Rs.....

Total Share of PI / PIs / Others (T-E-O-S) Rs.....

Share of PI / PIs / Others: -

1. Name: - Rs.....

2. Name: - Rs.....

3. Name: - Rs.....

4. Name: - Rs.....

5. Name: - Rs.....

Note:

Self-assessment tax computed incorporating the consultancy income to be paid by the respective PIs / employees as per Income Tax Act in force or to be amended time to time.

Signature of PI/Pis

Forwarded by HoD

Asstt. Reg. / Dy. Reg. / Jt. Reg.

Dean (R&C)

Asstt. Registrar (Internal Audit)

Director

Enclosures: -1. Bank details, 2. Reg. of Consultancy Project {approved by Dean(R&C)} photocopy, 3. Consultancy (work) Completion Report 4. Money Receipt photocopy