

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
**SPONSORED RESEARCH & CONSULTANCY CELL**  
**Distribution of Consultancy / Testing Charge Application Form**

SF-2D

Transfer of Consultancy / Testing amount to .....

The undersigned faculty members of the Department of..... have done the consultancy works, the details of works with all relevant documents are attached herewith for your kind perusal. It is requested to credit the mentioned amount to the PI/PI's Team as given below.

Total Money Received (X)	Rs.
Service Tax (as applicable) (T)	Rs.
Project Amount (Y= X – T)	Rs.
Institute Overhead (I= 0.3Y / 0.4Y)	Rs.
Consultancy Fee (R= 0.7Y / 0.6Y)	Rs.
Total expenditure on the project (E)	Rs.
Balance Amount for Distribution (B= R - E)	Rs.

**Total Share of PI / PIs (80% of B) 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    Asst. / Dy. / Jt. Registrar(SRCC)    Associate Dean (R&C)**

**Dealing Assistant (Internal Audit)**

**Dy. Registrar (Internal Audit)**

**Dean (R&C)**

**Registrar**

**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.

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Distribution and transfer of (20% of B) Consultancy / Testing amount

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. It is requested to distribute the following amounts as given below:

Director (5 % of B)	Rs.
Director Office (1 % of B)	Rs.
Dean / Associate Dean (R&C) (3.5 % of B)	Rs.
Dean / Associate Dean (R&C) Office (2 % of B)	Rs.
HOD(3 % of B)	Rs.
Office of HOD (1% of B)	Rs.
Registrar & Office of Registrar (2.5 % of B)	Rs.
Accounts Department (1 % of B)	Rs.
Audit Section (1 % of B)	Rs.

**Signature of PI/PIs**

**Forwarded by HoD**

**Asst./ Dy./ Jt. Registrar (SRCC)**

**Associate Dean (R&C)**

**Dean (R&C)**