



**Punjab Engineering College  
(Deemed to be University), Chandigarh**

*(Performa for undertaking the work related to Consultancy Projects)*

- 1 Name of the Concerned Deptt. \_\_\_\_\_
- 2 Name of the Client with TAN No. \_\_\_\_\_  
Address of the Client \_\_\_\_\_
- 3 Status of Client  Private Sector  Govt Sector  Public Sector  
 Foreign Agency  Others (Please specify)
4. Description of Project work \_\_\_\_\_
- 5 Payment to be received in :  FULL  PART  
 Indian Currency  Foreign Currency
6. Date of Start \_\_\_\_\_ and Expected Completion \_\_\_\_\_

## 7. Project Cost Details

S.No	Description	Amount in Rs.
i)	<b>Total Project Cost</b> (including Goods & Services Tax)	
ii)	Less – GST @ 18% (CGST @ 9% and UTGST @ 9%)	
iii)	<b>Net Project Cost</b> ( i – ii )	
iv)	Institute Overhead Charges <b>(25% of Net Project Cost)</b>	
v)	Investigating Team Share (including Direct Expenditure) <b>(75% of Net Project Cost)</b>	
vi)	Direct Expenditure on the Project , If any * (Generally limited to <b>15 %</b> of (v)	
vii)	Balance Available for Distribution to Investigating Team Share (v – vi )	

## 8. Names of Faculty undertaking the Project

S.No	Name of Faculty	Department	E. Code	Signature of Consent
1.				P.I.
2.				

## 9. Technical Staff (only regular Staff)

S.No	Name of Staff Member	Department	E. Code
1.			
2.			

*Name & Signature of P.I*

- D.A. -** 1. Copy of Letter from the Client  
2. Copy of the Cheque /Amount received  
3. P.I should apply in above format with three copies.

**Dean SR&IC Office**

Job No. PEC/ /Cons/ /\_\_\_\_\_

Checked and Verified

(Dealing Assistant, Dean SR&IC Office)

**Dated:** \_\_\_\_\_

**Dean SR& IC**

**OFFICE OF THE DEAN SR&IC, PEC ENGINEERING COLLEGE, CHANDIGARH**

Job No \_\_\_\_\_

Dated: \_\_\_\_\_

*PI is allowed to undertake the said Consultancy Project work under the Job Number assigned as above. As per the applicable Institute Norms for Consultancy. PI is requested to submit the request form for issuance of bill for the above job.*

**Note:-** On receiving TDS in Institute, TDS will be deposited in Institute Development Fund Share.

**Copy to:**     **1. P.I,**                                     **2. HOD**

**Institute Overhead Charges (IOC)** (25% of Net Project Cost ,at Sr. No. iii) Rs. \_\_\_\_\_

<b>S.No</b>	<b>Description</b>	<b>Amount in Rs.</b>
<b>a)</b>	IDF 50% of the above amount at IOC	
<b>b)</b>	DDF 15% of the above amount at IOC	
<b>c)</b>	PDF 25% of the above amount at IOC	
<b>d)</b>	Incentive to Office Staff 10% of the above amount at IOC	
	Total Amount Rs. (Check)	

**AC (F&A) for disbursal in Respective Heads**

Checked and Verified  
(Dealing Assistant, Dean SR&IC office)

***Dean Sponsored Research,  
& Industrial Consultancy***