विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपुर
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR

Format for Consultancy Budget Approval

(For total amount to be charged ≤ 2.5 Lakhs)

Approval No.

1.	Name of the Department	xxxxxx		
2.	Title of Consultancy Work	*This shall be exactly same as subject written in letter from party along with reference letter no.*		
3.	Name of the Party	M/S. XXXXXXXXXXX, Nagpur		
4.	Type of Consultancy Assignment	[ ] Design	[ ] Testing Services	
		[ ] Proof Checking/ Scrutiny/Vetting/ Advisory consultancy	[ ] Audit Work	[ ] Others, please specify
5.	Name(s) of Coordinator(s)	(1)		
		(2)		
6.	**Consultancy Charges Proposed**			
	(a) Consultancy Charges:			
	i) Coordinator(s)			
	ii) Other Faculty Members			
	iii) Other Departmental Staff			
	Academic alternative adjustment required. If Yes, then provide alternate arrangement details			
	(b) Expenditure Heads:			
	(i) Expenditure on drawings/report preparation			
	(ii) Travel Charges			
	(iii) Manpower/student assistantship			
	(iv) Contingent Expenditure			
	***Limit for 6 (b) together shall not exceed 20% of the total cost of the consultancy (i.e. 20% of Sr. No. 7)**			
7.	**Total Cost of Consultancy (a+b) ***			
8.	GST as applicable (presently@18% of Sr No.7)			
9.	Total amount to be charged (7+8)			
10.	Duration in which the work is likely to be completed			
11.	Attachments (duly marked/signed by HoD/ Director)	[ ] Request Letter [ ] Proposal/ Estimate [ ] Work Order, if any		

[Note: Any unspent balance under 6(b) shall be transferred to 6(a)]. Proforma invoice is to be submitted based on point no. 7 & 8. I/ We ensured that time spent on consultancy and related assignments does not hamper academic, research and administrative activities in any manner. **This approval is only for budgetary break-up. Separate financial approval shall be taken for purchase/appointments/hiring of manpower to be made as per institute/GFR rules.*

Name of Coordinator(s) **(Name Member1)** **(Name Member 2)** **(Name Member 3)**
DRCC
Name of Head of Department

(Name)
Associate Dean (CII)

(Name)
Dean (R & C)

Copy to: Jt. Registrar (Accts.)

Note: Dean R&C will be the approving authority for consultancy amount up to Rs. 2.5 lakhs including the taxes and above this amount, the Director will be the approving authority.