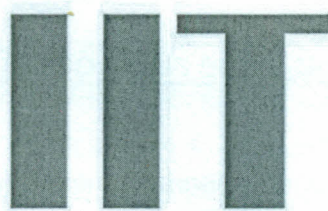


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संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

# GUIDELINES FOR CONSULTANCY PROJECTS



## GUIDELINE FOR CONSULTANCY PROJECTS

### 1. PREAMBLE

Consultancy projects are an important means for extending the benefit of the Institute's scientific research work to the sponsoring agencies/industries broadening the experience base of the Institute community and also promoting the industry-academia collaborations. Institute encourages its faculty members to undertake consultancy projects and industry collaborative works in order to associate with the industrial and national requirements and needs. Industry research and consultancy projects provide first-hand knowledge of the current problems of industry and the emerging area which is very helpful in tuning the curriculum to the national needs. Further, it is an important contribution in the growth of the economy and also provides incentives to all categories of staff members for their contributions.

### 2. DEFINITIONS

- 2.1 **Institute** means Indian Institute of Technology (Banaras Hindu University) Varanasi
- 2.2 **Department** means all the academic departments, Schools, Centres and other service centres at the Institute.
- 2.3 **Director** means Director, Indian Institute of Technology (Banaras Hindu University) Varanasi.
- 2.4 **Dean (R&D)** means Dean of Research & Development, Indian Institute of Technology (Banaras Hindu University) Varanasi.
- 2.5 **Consultancy Project** means consultancy assignment/job given by the outside agency to faculty members/Department of the Institute for work within mutually agreed scope. It will include Routine Testing Projects implies those testing work. It will also include a consultancy assignment/job referred to the Head of the Department or a functionary of the Institute (i.e. Director or Dean(s) or Registrar) which may be taken up as a consultancy/industry Project by faculty member/Department.
- 2.6 **Consultant:** Consultant is the faculty member or staff of the IIT(BHU) Varanasi. Also an individual, a company or a government body or any other agency as sub-consultant along with the faculty member of the institute.
- 2.7 **Project Staff** means a person appointed in conformity with the guidelines to work on a consultancy project covering (a) project staff and (b) project research staff or daily wagers etc. (as per the Institute/project guidelines)
- 2.8 **Institute Development Fund (IDF)** means a part of the Institutional Overhead Charges / share of the Institute received from consultancy project credited to a separate fund.



- 2.9 **Departmental Development Fund (DDF)** means a fund of the Department to which a part of the Institute overhead charges/share from consultancy projects is transferred.
- 2.10 **Professional Development Allowance (PDA)** means allowance for individual academic staff, the objective of which will be to help individuals in their professional development. Guidelines for utilization of PDA is explained in sponsored research project guidelines.
- 2.11 **"Funding agency"** refers to all private clients and government organizations.

### 3. GENERAL

3.1 Any regular faculty member may take the assignment of Consultancy/ testing with prior approval as long as it does not interfere with the discharge of their academic and/or other duties of the Institute.

3.2 The consultancy allocation will be done at the Department/school level. The Faculty council of each Departments/Schools will develop a transparent mechanism for the allocation of consultancy projects to the faculty member(s). Subsequently after preparation of guidelines by the Department/School, allocation of the consultancy will be done through Head of the Department / Coordinator of the School. Head of the Department / Coordinator of the School will have authority of approval of submission of consultancy. Every Department will have a three member "Consultancy Grievance" committee decided by faculty council. The term of the "Consultancy Grievance" will be typically three years and the committee will report to the Director.

Copy of the consultancy proposal, related documents and minutes of all meetings related to the consultancy should be maintained in the office of Head/Coordinator of the respective Department/School. For each submitted consultancy project, a summary information should be submitted to Dean (R&D) Office as **Annexure IA**.

#### Responsibility of Deputy Registrar/Joint Registrar Finance (as the case may be)

- Income tax deduction at Sources and its deposition and submission of a statement to salary section for the final compilation of final income tax of the consultant
- Timely deduction and deposition of GST and other applicable taxes.
- Final verification of all bills of consultancy/testing
- Upkeep of day-to-day records related to consultancy/testing

3.3 (i) The sub-consultant (if any) should be involved at the proposal submission stage. If any sub-consultant is added at a later stage, approval of the funding agency is required. Before the start of the project/at the time of the submission of the Proforma

Invoice (**Annexure IB**) by the Consultant to the funding agency, a clear bifurcation of the work and charges involved and payments to the sub-consultant should be mentioned.

(ii) In case any faculty member is involved in any consultancy in the capacity of Co-Consultant/Sub-Consultant which is awarded to some other Institute/Organization/Company, then he/she shall be the PC of IIT (BHU) and all the rules of Testing/Consultancy of IIT(BHU) will be applicable to their respective share. In all such cases, amount should come to the Institute account dedicated for the purpose.

- 3.4 Collection of consultancy charges shall be made through RTGS/ NEFT to the A/c No. **34923598941** A/c Name- **"IIT(BHU) Research & Development Account"** Bank Name **State Bank of India**; IFSC Code- **SBIN0011445** or any other account decided by the Institute. No consultancy/testing amount will be received faculty members or any other members in his/her individual capacity/account. All amounts charged for any work shall be made out in quadruplicate (four copies) which shall be for issue/record to (1) Client/Industry (2) Dean R&D Office (3) Concerned department and (4) Faculty member assigned consultancy work. The account of Projects/IDF/DDF/FSSWF will be maintained by R&D Office.
- 3.3. The time spent by a faculty/staff (consultant) on Consultancy Project will not exceed one day per working week plus one day during the weekend, thus a total of 104 man-days during the calendar year.
- 3.4. All the consultancy projects will be registered in the Office of Dean (R&D) through the Department/School of the faculty member in the format as **Annexure-II**. The format also has fund break-up of the consultancy/testing project. In case the amount received in multiple installments, budget break-up is required for each installment. If budget heads are defined by the funding agency, no budget re-appropriation will be permitted without approval of the funding agency.
- 3.5. Consultant (s) (faculty members/staffs) involved in the consultancy project will be responsible for its outcome/result as agreed. Faculty member(s) may sign the consultancy agreement/MoU/MoA etc. related to the consultancy project with prior approval of the Head/Department committee.
- 3.6. All purchases under Consultancy projects shall be made as per Institute norms (as per Purchase Manual/GFR and Project Guidelines).
- 3.7. In case of equipment which is to be carried outside for the fieldwork, the same should be informed to the Head of Department before they are taken out (the safety of the instrument will be the responsibility of the concerned faculty).



- 3.8. In case of e-bidding for the consultancy through GeM or any other such portal, R&D office will bid on the behalf of the consultant based on the signed written request well in advance (minimum 3 working days). Any necessary payment (refundable/non refundable) for bidding has to be arranged by the proposed consultant unless separately approved.

#### **4. Project Expenditures:**

Apart from government taxes and institute share (which will be deducted first), the expenditure for specific assignments related to consultancy work shall include one or more of the following components as per the fund approval by funding agency:

- I. Visiting fees for visits of faculty members and other staff to the site or industry or funding agency.
- II. Cost of Materials, Consumables
- III. Hiring of Manpower
- IV. Expenses of the Field Work
- V. Cost of Equipment
- VI. Development of infrastructure
- VII. Expenses incurred in the preparation of progress report
- VIII. Any other expenses for the consultancy work not covered as above.
- IX. Consultancy charges of the faculty member(s)/Staff (after deduction of all above expenditures).

#### **5. Travel**

- 5.1 As per the norms of the Government of India and the Institute approved rates.
- 5.2 Out of pocket expenses/DA will be payable as per the Government norms for TA/DA.
- 5.3. Long-distance travel by hired taxi for points connected through Rail/Air, may be approved based on justification and recommendation of the purchase committee only.
- 5.4 Air travel ticket booking other than authorized agent as per Government of India notification may be approved by Dean (R&D) based on justification and recommendation of Head of the Department/Coordinator of School. However, this should not be a regular practice.

#### **6. Budget Head for consultancy project:**

While Preparing for the consultancy project following budget heads should be kept in mind and proposal must be prepared accordingly. The following budget heads are recommended for consultancy/testing jobs

|   | Budget Head Description                                                                                                                                                                                                                                                                                                                                                                                                                | Amount (Rs) |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| A | Recurring Expenses: Salary, consumables, contingency, travel, honorarium to staff, outside consultant, etc.                                                                                                                                                                                                                                                                                                                            |             |
|   | Non-Recurring Expenses*: Equipment, material of non-consumable in nature, prototype, etc.                                                                                                                                                                                                                                                                                                                                              |             |
| B | Fee for consultancy                                                                                                                                                                                                                                                                                                                                                                                                                    |             |
| C | <ul style="list-style-type: none"> <li>• Institutional charges @ 30% of (A+B) in case of consultancy with consultancy fee</li> <li>• Institutional charges @ 40 % of (A+B) in case of testing jobs with consultancy fee</li> <li>• Institutional charges @ 20% if there is no consultancy fee and at least 40% budget component of the consultancy is asset to the Institute in form of non-returnable non-recurring items.</li> </ul> |             |
| D | Total Cost (A+B+C)                                                                                                                                                                                                                                                                                                                                                                                                                     |             |
| E | GST as per current norms (currently @18% of D)                                                                                                                                                                                                                                                                                                                                                                                         |             |
| F | Total Cost of Consultancy Project (D+E)                                                                                                                                                                                                                                                                                                                                                                                                |             |

**Note:**

1. The distribution of the consultancy fee amongst the faculty members and staffs involved in the consultancy project should be specified before the start of the project.
2. \*In case the equipment or material of non-consumable in nature needs to be returned to the funding agency after the project is over, the same should be clearly mentioned in the project proposal and MoU/Contract/MoA before the start of the work.

**7. Distribution of Institute share :**

**Professional Development Allowance (PDA):** Part of institutional charges (15%) will be given to PDA of Consultants. If multiple consultants are involved, PDA will be distributed among themselves as they mutually agree based on their contribution. A consultant or co-consultant can transfer a portion or the entire consultancy fee due to him/her to his/her PDA. Guidelines of utilization of PDA is defined in sponsored research project guidelines.

**Departmental Development Fund (DDF):** Part of institutional charges (25%) will be given to the department as DDF for the expenditure on creating R&D infrastructure, lab development and facilities development for getting more projects and enhancing the capability of the department for new research areas. If multiple departments/schools are involved DDF will be distributed among departments/schools in the ratio they agreed for PDA distribution.

**Institute Development Fund (IDF):** Remaining 50% of Institute share will be transferred every year to Institute Development Fund, which will form the Corpus of the Institute.



**Faculty, Staff, and Students Welfare Fund (FSSWF)** means a part of the Institutional share of the consultancy projects credited to a separate fund for the purpose of welfare of faculty, staff, and students at the discretion of the Director.

#### 7.4 Distribution of Consultancy amount:

The consultancy amount will be distributed amongst the PC/Co-PC as per the norms and contribution proposed by the PC at the time of submission of the consultancy project.

Distribution of the consultancy charges shall be subject to the submission of the report to the client industry/organization under intimation to the consultancy services. Income tax will be applicable as per norms. The finance office would ensure the deduction of income tax at source as per the rules of the Institute and submit a statement to the salary section for compiling or final income tax of the faculty member/staff concerned. Calculation of the distribution of consultancy grant as per 7.1 with an example shown below:

| S.No. | Item                                                                                                                                                                                                                                                                                                                                                                                                                               | Consultancy Project cost |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1     | Total Grant received (G)                                                                                                                                                                                                                                                                                                                                                                                                           | Rs 118                   |
| 2     | GST (and other taxes if any) T                                                                                                                                                                                                                                                                                                                                                                                                     | Rs 18                    |
| 3     | Total contracted amount (A= G-T)                                                                                                                                                                                                                                                                                                                                                                                                   | Rs 100                   |
| 4     | <ul style="list-style-type: none"> <li>Institutional charges @ 30% of (A+B) in case of consultancy with consultancy fee.</li> <li>Institutional charges @ 40 % of (A+B) in case of testing jobs with consultancy fee.</li> <li>Institutional charges @ 20% if there is no consultancy fee and at least 40% budget component of the consultancy is asset to the Institute in form of non-returnable non-recurring items.</li> </ul> | Rs D                     |
| 5     | Balance amount (B=total expenses including consultancy fee)                                                                                                                                                                                                                                                                                                                                                                        | Rs 100-D                 |
| 6     | Consultancy Fee (C) to consultants                                                                                                                                                                                                                                                                                                                                                                                                 | C                        |
| 7     | Amount for expenditure                                                                                                                                                                                                                                                                                                                                                                                                             | Rs 100-D-C               |
| 8     | IDF (0.50 D)                                                                                                                                                                                                                                                                                                                                                                                                                       | Rs 0.50 D                |
| 9     | DDF (0.25 D)                                                                                                                                                                                                                                                                                                                                                                                                                       | Rs 0.25 D                |
| 10    | PDA (0.15 D)                                                                                                                                                                                                                                                                                                                                                                                                                       | Rs. 0.15 D               |
| 11    | <b>FSSWF</b>                                                                                                                                                                                                                                                                                                                                                                                                                       | Rs. 0.10 D               |

**Note:** (i.) For International projects applicable tax will be decided based on the opinion of CA. (ii.) The charges of LUT (Letter of Undertaking), getting NIL tax deduction (Annexure V) from Income Tax Department, GST penal interest, opinion of CA or any other miscellaneous matter related to GST/Income tax will be deducted from PC's share.

## 8. Pay slabs for manpower

8.1. In case the manpower salary, qualification, age limit etc is not defined by the funding agency, the Institute has freedom to decide this. In order to keep a uniform policy for manpower qualification and pay/remuneration in different consultancy/testing in the Institute, the following guidelines are applicable.

|     | Designation                                                       |         | Pay Range      | Qualification/Experience                                                                                                                   |
|-----|-------------------------------------------------------------------|---------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | Sr. Engineer/Scientist                                            | Project | 54000-1,00,000 | PhD + 3 Years of Exp or Master Degree in Engineering/Science/Design/Humanities + 6 years of Exp.                                           |
| 2   | Project Engineer/Scientist/Postdoctoral Fellow/Research Associate |         | 47000-65500    | PhD or Master Degree in Engineering/Science/Design/Humanities + 3 years of Exp. Or Bachelor Degree in Engineering/ Design +6 years of Exp. |
| 3   | Associate Engineer/Scientist                                      | Project | 35000-49000    | Master Degree in Engineering/Science/Design/Humanities Or Bachelor Degree in Engineering/Design + 2 years of Exp                           |
| 4   | Assistant Engineer                                                | Project | 25000-42000    | Bachelor Degree in Engineering/Design or Masters Degree in Science/Humanities                                                              |
| 5   | Assistant Scientist                                               | Project | 21000-32000    | Bachelor Degree in Science/Humanities                                                                                                      |
| 6   | Sr. Technician                                                    | Project | 20000-25000    | Diploma in Engineering + 2 Years Exp, ITI certificate + 5 years Exp.                                                                       |
| 7   | Lab Technician                                                    |         | 16000-20,000   | 12 <sup>th</sup> Pass or High school + 2 years Exp.                                                                                        |
| 8   | Lab Attendant                                                     |         | 15,800         | 10 <sup>th</sup> Pass                                                                                                                      |
| 9   | JRF (GATE)                                                        |         | 37000 + HRA    | B.E./B.Tech. Master Degree in Engineering/Science/Design/Humanities + GATE or equivalent examination score                                 |
| 10  | JRF                                                               |         | 25000 + HRA    | B.E/B. Tech, Master Degree in Engineering/Science/Design/Humanities                                                                        |
| 11. | SRF                                                               |         | 42000 + HRA    | B.E./B.Tech or Master Degree in Engineering/Science/Design/Humanities + 2 years of research Exp.                                           |

## 9. Manpower

It may be necessary to have manpower for assisting the consultant to complete the consultancy assignment. Any requirement of manpower should be given in the approved project proposal.

### 9.1 Adhoc selection

Only for urgent needs, manpower may be hired for 6 months on adhoc basis by taking the prior approval from the Dean (R&D) without advertisement. In no condition adhoc



appointment period can exceed 6 months. If manpower is required for more than 6 months then the recruitment should be as per the guidelines define in point 9.3.

## 9.2 Student Assistants

The consultant may engage Institute Students (who may or may not be getting fellowship/assistantship) as student assistants for the project work. The payment for such engagement, including Institute fellowship, shall be limited to Rs. 15,000/- p.m. for UG and Rs. 25000/- for PG students. For Ph.D. students, the total amount, including any teaching assistantships, should not exceed the fellowship amount granted to Prime Minister's Research Fellows (PMRF).

## 9.3 Selection procedure for staff/manpower

It is advised to select manpower for consultancy/testing job through advertisement. All positions approved by the funding agency needs to be filled-in after due advertisement. The advertisement must be displayed on the Institute website. It is required to advertise of the position in at least one local/national newspaper/ Employment News etc . In order to limit the expenditure, the notification in press may be brief. Alternatively, if local/national newspaper/ Employment News etc was not possible due to financial or other constrains, the PC must send copies of advertisement to minimum 25 universities/ Institutes/Centre/national laboratories/ Research Institutes (related to project area) with request to circulate. PC needs to give sufficient time to the applicant (minimum 15 days) to fill their application. Once the application is received PC has to shortlist the candidate as per the predefined shortlisting criteria. An interview will be conducted for the shortlisted candidates. All guidelines for manpower recruitment, unless explicitly mentioned, will follow the guidelines for manpower recruitment defined in the "Sponsored Research Project Guidelines".

The composition of the selection committee will be as follows:

|   |                                                                   |          |
|---|-------------------------------------------------------------------|----------|
| 1 | Principal Consultant (PC)                                         | Chairman |
| 2 | Co-Consultant, if any                                             | Member   |
| 3 | Head / coordinator of concerned Department School                 | Member   |
| 4 | One subject expert from the institute                             | Member   |
| 5 | Dean Nominee                                                      | Member   |
| 6 | nominee of the funding agency (if required by the funding agency) | Member   |

After the interview PC will send the details of the selection committee report along with selected and not selected candidate with proper reasons. PC can also have maximum two waiting list per advertised position. The format of sponsored project guidelines can be used

for this purpose. All manpower selected are specific for the project and co-terminus with project /funding. Leave rules is as defined in the guidelines of sponsored research project.

#### **10. Final Report and Closure**

- The Department/School will maintain records of consultancy. Copy of all final technical report will be kept safely with Consultant at least for 05 years. Consultant needs to provide a copy of the report as and when required. A copy of the report must also be submitted to Head/ Coordinator of the Department/School before the final disbursement of the Consultancy fee. Head/Coordinator must ensure that the final report submitted to the client/vendor before the final disbursement
- PC should complete all financial settlements within 06 months of the final duration of the consultancy project and submit a request to R&D section for closure of the project in Annexure IV.

#### **11. Non-deduction of TDS certificate**

Consultants may fill the information in the **Annexure V** along with the price quoted in the proposal and submit it directly to the *Annual Accounts & Balance sheet* section in hard copy with intimation to the Office of Dean (R&D) for the purpose of non-deduction of TDS on payments received by the Institute as Consultancy fee for the proposals to be submitted during any Financial Year. However, if TDS is deducted, its redistribution will be done only after the refund which is processed by *Annual Accounts & Balance sheet* section

#### **Enclosures:**

Annex-IA: Screening Format for Consultancy/Testing Project  
Annex-IB: Proforma Invoice  
Annex-II: Project registration form  
Annex-III: Tax Invoice  
Annex-IV: Project completion format





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## ANNEXURE IA

### Information about new Consultancy/Testing Project submission

Ref. No.IIT(BHU)/.....202... - 2.... / / Dated:

Project Title .....

Submitted by Prof./Dr. ....

Department/School of .....IIT(BHU), Varanasi.

To be submitted to the Client .....

The Project Consultant & Co-Project Consultants certifies that:

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |         |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------|
| 1.  | Proposal is as per the format prescribed by client                                                                                                                                                                                                                                                                                                                                                                                                            | : | Yes/No  |
| 2.  | Approved by CAC                                                                                                                                                                                                                                                                                                                                                                                                                                               | : | Yes/No  |
| 3.  | Nature of the project (Testing/Consultancy)                                                                                                                                                                                                                                                                                                                                                                                                                   | : |         |
| 4.  | Basic general infrastructural facilities exist in the Department /School or have been provided for the project.                                                                                                                                                                                                                                                                                                                                               | : | Yes/No  |
| 5.  | Same project has not been submitted by the PC/Co-PC elsewhere (if it is submitted earlier pl. specify the Ref. No. and date of this format)                                                                                                                                                                                                                                                                                                                   | : | Yes/No  |
| 6.  | <b>Institutional Charges</b> <ul style="list-style-type: none"> <li>Institutional charges @ 30% of (A+B) in case of consultancy with consultancy fee</li> <li>Institutional charges @ 40 % of (A+B) in case of testing jobs with consultancy fee</li> <li>Institutional charges @ 20% if there is no consultancy fee and at least 40% budget component of the consultancy is asset to the Institute in form of non-returnable non-recurring items.</li> </ul> | : | Rs..... |
| 7.  | <b>Consultancy Charges</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    | : | Rs..... |
| 8.  | <b>Other Expenditure (if any)</b>                                                                                                                                                                                                                                                                                                                                                                                                                             | : | Rs..... |
|     | Travel                                                                                                                                                                                                                                                                                                                                                                                                                                                        | : | Rs..... |
|     | Manpower                                                                                                                                                                                                                                                                                                                                                                                                                                                      | : | Rs..... |
|     | Contingency                                                                                                                                                                                                                                                                                                                                                                                                                                                   | : | Rs..... |
|     | Other (any) please specify                                                                                                                                                                                                                                                                                                                                                                                                                                    | : | Rs..... |
| 9.  | <b>TOTAL PROJECT COST</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |   | Rs..... |
| 10. | <b>GST (As applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                    |   | Rs..... |
| 11. | <b>TDS deducted by client</b>                                                                                                                                                                                                                                                                                                                                                                                                                                 |   | Rs..... |

This is certified that this is as per consultancy/testing guidelines. Further, this is to certify that this is Consultancy/testing (select one) project.

Forwarded:

Head/Coordinator  
(with seal)

Pc and Co-PCs  
(with seal)

**Note:** This format should be submitted to the office of the Dean (R&D) for information at the time of consultancy project submission. In case of bidding the cost may be kept hidden.



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**ANNEXURE IB**

**PROFORMA INVOICE**

Indian Institute of Technology (BHU), Varanasi, Uttar Pradesh- 221005

GSTIN: -09AAAJ10396R1ZJ

| Bill to :                                                                                                                                                                        | Place of Supply                                                                                                                       | Invoice No.                                        | Dated |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------|--------|
| Legal Name:                                                                                                                                                                      |                                                                                                                                       |                                                    |       |        |
| Address:                                                                                                                                                                         |                                                                                                                                       |                                                    |       |        |
| Whether want to claim ITC: Yes / No :                                                                                                                                            |                                                                                                                                       |                                                    |       |        |
| In case of yes, please mention PAN based GSTIN no.:                                                                                                                              |                                                                                                                                       |                                                    |       |        |
| Ref. No.                                                                                                                                                                         | Consultancy Project Identification No.:-<br>(To be maintained by concerned P.C.)<br>(IIT (BHU)/Deptt./P.C Project no. / No. of Bills) |                                                    |       |        |
| Department:                                                                                                                                                                      |                                                                                                                                       |                                                    |       |        |
| Name of the Work:                                                                                                                                                                |                                                                                                                                       |                                                    |       |        |
| Description of Services                                                                                                                                                          | HSN Code                                                                                                                              | Quantity                                           | Rate  | Amount |
|                                                                                                                                                                                  | 998393                                                                                                                                | 01                                                 |       |        |
|                                                                                                                                                                                  | 998393                                                                                                                                | 01                                                 |       |        |
| Total Rs.                                                                                                                                                                        |                                                                                                                                       |                                                    |       |        |
| CGST @9%                                                                                                                                                                         |                                                                                                                                       |                                                    |       |        |
| SGST @9%                                                                                                                                                                         |                                                                                                                                       |                                                    |       |        |
| IGST @18%                                                                                                                                                                        |                                                                                                                                       |                                                    |       |        |
| Total Taxable Value                                                                                                                                                              |                                                                                                                                       |                                                    |       |        |
| Tax                                                                                                                                                                              |                                                                                                                                       |                                                    |       |        |
| Invoice Value                                                                                                                                                                    |                                                                                                                                       |                                                    |       |        |
| Amount in words:                                                                                                                                                                 |                                                                                                                                       |                                                    |       |        |
| FOR IIT (BHU)                                                                                                                                                                    |                                                                                                                                       |                                                    |       |        |
| Institute Bank Details:<br>State Bank of India, IT (BHU), Varanasi.<br>Bank Name: State Bank Of India,<br>A/c No. : 34923598941<br>IFSC Code: SBIN0011445<br>Branch Name: IT BHU |                                                                                                                                       | Authorised Signatory<br>(Chief Project Consultant) |       |        |
| Invoice Terms & Conditions: Payment through NEFT/RTGS on the bank details of the institute furnished above                                                                       |                                                                                                                                       |                                                    |       |        |
| Subject to Varanasi jurisdiction.                                                                                                                                                |                                                                                                                                       |                                                    |       |        |



## Annexure II

INDIAN INSTITUTE OF TECHNOLOGY(BHU) VARANASI  
Office of the Research & Development  
**Consultancy Project Registration Form**

|                                                        |                                                  |
|--------------------------------------------------------|--------------------------------------------------|
| Project Title                                          |                                                  |
| Sponsoring agency                                      |                                                  |
| Reference/Sanction OrderNo.& Date                      |                                                  |
| Project duration and type<br>(Consultancy/Testing job) |                                                  |
| I there any agreement/MOU?                             | Yes/No (Tick one) (if yes, enclose a copy of it) |
| Total amount sanctioned                                |                                                  |

**Tentative Breakup**(if a budget break-up is approved by the funding agency, any change requires approval of funding agency; If amount is received in multiple installment, budget break-up required each time in below given format)

| S.No. | Budget Head                               | Amount (INR) |
|-------|-------------------------------------------|--------------|
| A     | Expenses                                  |              |
| A1    | Equipment/Software                        |              |
| A2    | Consumable                                |              |
| A3    | Manpower                                  |              |
| A4    | Travel                                    |              |
| A5    | Contingency                               |              |
|       | Total of A                                |              |
| B     | Consultancy Fee                           |              |
| C     | Total (A+B)                               |              |
| D     | Institute Overhead (must be as per rules) |              |
| E     | GST as per rules                          |              |
| F     | Grand Total (C+D+E)                       |              |

|                                      | Name with<br>Department/School | Percentage<br>contribution |                               |
|--------------------------------------|--------------------------------|----------------------------|-------------------------------|
| Principal<br>Consultant (PC)         |                                |                            | Mob. No.                      |
| Co-PC -1                             |                                |                            | Mob. No.                      |
| Co-PC -2                             |                                |                            | Mob. No.                      |
| Project to be operated by (Tick one) |                                |                            | Only by PC/either PC or Co-PC |

**Enclosure:** (i) Copy of submitted project (ii) Sanction letter (iii) copy of agreement/MoU etc

**Signature/Seal**

|                           |                |                                              |
|---------------------------|----------------|----------------------------------------------|
| Principal Consultant (PC) | Co- Consultant | Head/Coordinator of the<br>Department/School |
|---------------------------|----------------|----------------------------------------------|

|                          |                       |
|--------------------------|-----------------------|
| Remarks                  |                       |
| Consultancy number       |                       |
| Assistant/Superintendent | AR(R&D)               |
|                          | Approved<br>Dean(R&D) |

**TAX INVOICE**

Annexure III



भारतीय  
प्रौद्योगिकी  
संस्थान

काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

Indian Institute of Technology (BHU), Varanasi, Uttar Pradesh- 221005

GSTIN: -09AAAJI0396R1ZJ

|                                                                                                                       |                                                                                           |                                                    |              |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|----------------------------------------------------|--------------|
| <b>Bill to :</b>                                                                                                      | <b>Place of Supply</b>                                                                    | <b>Invoice No.</b>                                 | <b>Dated</b> |
| <b>Legal Name:</b>                                                                                                    |                                                                                           |                                                    |              |
| <b>Address:</b>                                                                                                       |                                                                                           |                                                    |              |
| <b>Pin Code:</b>                                                                                                      |                                                                                           | (To be filled by R&D Office)                       |              |
| <b>State:</b>                                                                                                         |                                                                                           |                                                    |              |
| <b>Whether want to claim ITC: Yes / No :</b>                                                                          |                                                                                           |                                                    |              |
| <b>In case of yes, please mention PAN based GSTIN no. :</b>                                                           |                                                                                           |                                                    |              |
| <b>Ref. No.</b>                                                                                                       | <b>Consultancy Project Identification No.:-</b>                                           |                                                    |              |
|                                                                                                                       | (To be maintained by concerned P.C.)<br>(IIT (BHU)/Deptt./P.C Project no. / No. of Bills) |                                                    |              |
| <b>Department:</b>                                                                                                    |                                                                                           |                                                    |              |
| <b>Name of the Work:</b>                                                                                              |                                                                                           |                                                    |              |
| <b>Description of Services</b>                                                                                        | <b>HSN Code</b>                                                                           | <b>Quantity</b>                                    | <b>Rate</b>  |
|                                                                                                                       | 998393                                                                                    | 01                                                 |              |
|                                                                                                                       | 998393                                                                                    | 01                                                 |              |
| <b>Total Rs.</b>                                                                                                      |                                                                                           |                                                    |              |
| <b>CGST @9%</b>                                                                                                       |                                                                                           |                                                    |              |
| <b>SGST @9%</b>                                                                                                       |                                                                                           |                                                    |              |
| <b>IGST @18%</b>                                                                                                      |                                                                                           |                                                    |              |
| <b>Total Taxable Value</b>                                                                                            |                                                                                           |                                                    |              |
| <b>Tax</b>                                                                                                            |                                                                                           |                                                    |              |
| <b>Invoice Value</b>                                                                                                  |                                                                                           |                                                    |              |
| <b>Amount in words:</b>                                                                                               |                                                                                           |                                                    |              |
|                                                                                                                       |                                                                                           | <b>FOR IIT (BHU)</b>                               |              |
| <b>Institute Bank Details:</b>                                                                                        |                                                                                           |                                                    |              |
| State Bank Of India, IT (BHU), Varanasi.                                                                              |                                                                                           |                                                    |              |
| Bank Name: State Bank Of India,                                                                                       |                                                                                           |                                                    |              |
| A/c No. : 34923598941                                                                                                 |                                                                                           |                                                    |              |
| IFSC Code: SBIN0011445                                                                                                |                                                                                           |                                                    |              |
| Branch Name: IT BHU                                                                                                   |                                                                                           | Authorised Signatory<br>(Chief Project Consultant) |              |
| <b>Invoice Terms &amp; Conditions:</b> Payment through NEFT/RTGS on the bank details of the institute furnished above |                                                                                           |                                                    |              |
| Subject to Varanasi jurisdiction.                                                                                     |                                                                                           |                                                    |              |



**Office of the Dean (Research & Development)**

**Check List Format to be submitted with e-tax invoice**

Name of the PC : .....

Project Registration No.  
(issued by Deptt.) : .....

Total Project Cost : .....

Amount Received : .....

UTR No. : .....dt.....

Income Tax TDS deducted (if any)  
@..... : Rs.....

GST TDS deducted (if any) @..... : Rs.....

TDS Certificate no. (by Vendor) : .....(Enclosed)

Account Statement attached : Yes/No

*Based on the above information please generate e-tax invoice. Further, this is certified that the tax invoice submitted for generation of e-tax invoice is prepared for aforementioned amount with above UTR no. and, no duplication will be made in future for this transaction.*

**Certified by**

**JA/ Dealing Assistant/ Jr. Suptd.**

**Signature of Consultant/PC**

## Annexure IV

**INDIAN INSTITUTE OF TECHNOLOGY(BHU) VARANASI**  
**Office of the Research & Development**  
**Consultancy Project Completion Form**

|    |                                                 |  |  |
|----|-------------------------------------------------|--|--|
| 01 | PROJECT NO.                                     |  |  |
| 02 | DATE OF START                                   |  |  |
| 03 | CONSULTANCY DURATION APPROVED BY FUNDING AGENCY |  |  |
| 04 | DATE OF COMPLETION                              |  |  |
| 05 | CONSULTANCY TITLE                               |  |  |
| 06 | NAME OF THE FUNDING AGENCY                      |  |  |
| 07 | SANCTION LETTER NO.                             |  |  |
| 08 | TOTAL AMOUNT SANCTIONED                         |  |  |
| 09 | TOTAL AMOUNT RECEIVED                           |  |  |
| 10 | TOTAL AMOUNT SPENT                              |  |  |

It is certified that the work has been successfully completed as per the consultancy /Testing project proposal/agreement and the deliverables have been provided to the company/client on dated \_\_\_\_\_. We also certify that the submitted report is accepted by the company/client. I have submitted a copy of final technical report to the Head/Coordinator. Therefore, the consultancy work may be considered completed and the Consultancy Fee may be dispersed as per the details given below

| S. No. | Name | Employee ID | Department/School | Amount (INR) |
|--------|------|-------------|-------------------|--------------|
| PC     |      |             |                   |              |
| Co-PC  |      |             |                   |              |

| Slo. No.                             | Checks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Done/ Not Done                       | Remarks           |                                      |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-------------------|--------------------------------------|--|--|--|--|--|--|--|--|--|--|--|
| 1                                    | All temporary advance settled                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                      |                   |                                      |  |  |  |  |  |  |  |  |  |  |  |
| 2                                    | All Purchase Orders Settled                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                      |                   |                                      |  |  |  |  |  |  |  |  |  |  |  |
| 3                                    | <div><div>Details of Non-consumable items Transferred to Dept. /School Stock Register*</div><table><tr><th>Name of the Item, Model No. and Make</th><th>Name of Equipment</th><th>Cost as per Purchase order with Date</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table><div>* After transfer of items to Department /School Stock book, the same <u>may be</u> considered for issue to P.C's laboratory.</div></div> | Name of the Item, Model No. and Make | Name of Equipment | Cost as per Purchase order with Date |  |  |  |  |  |  |  |  |  |  |  |
| Name of the Item, Model No. and Make | Name of Equipment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Cost as per Purchase order with Date |                   |                                      |  |  |  |  |  |  |  |  |  |  |  |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                   |                                      |  |  |  |  |  |  |  |  |  |  |  |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                   |                                      |  |  |  |  |  |  |  |  |  |  |  |
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                      |                   |                                      |  |  |  |  |  |  |  |  |  |  |  |
| 5                                    | Copy of the <b>Final Technical Report</b> submitted to the vendor/funder and no work is pending.                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |                   |                                      |  |  |  |  |  |  |  |  |  |  |  |

Signature of the Principal Consultant :

Signature of the HoD/Coordinator

|           |                |                           |            |
|-----------|----------------|---------------------------|------------|
|           |                |                           |            |
| Assistant | Superintendent | Assistant Registrar (R&D) | Dean (R&D) |



Annexure V

| [For the purpose of the deduction at source]                                                          |                               |                                                                                                                              |                                                     |                                               |                                                                                  |
|-------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------|
| Please furnish following particulars in respect of the income/sum for which the certificate is sought |                               |                                                                                                                              |                                                     |                                               |                                                                                  |
| Sl. No.                                                                                               | Name of Client/Funding Agency | Tax deduction and collection account number (TAN) or Permanent Account Number or Aadhaar Number of the person making payment | Section under which tax at source is to be deducted | Estimated amount of income/sum to be received | Requested rate of Deduction (Please fill '0' where 'NIL' deduction is requested) |
| 1                                                                                                     |                               | 2                                                                                                                            | 3                                                   | 4                                             | 5                                                                                |
|                                                                                                       |                               | TAN :-<br>PAN :-                                                                                                             | 194J                                                |                                               |                                                                                  |
|                                                                                                       |                               |                                                                                                                              |                                                     |                                               |                                                                                  |
|                                                                                                       |                               |                                                                                                                              |                                                     |                                               |                                                                                  |
|                                                                                                       |                               |                                                                                                                              |                                                     |                                               |                                                                                  |

Consultants may fill the information in the above-mentioned format along with the price quoted in the proposal and submit it directly to the *Annual Accounts & Balance sheet* section in hard copy with intimation to the Office of Dean (R&D) for the purpose of **non-deduction of TDS on payments received by the Institute as Consultancy fee** for the proposals to be submitted during any **Financial Year**.

### Consultancy procedure to be followed

