

CONTINUING EDUCATION CENTRE INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

PROPOSAL FOR DISTRIBUTION OF HRD/ CONSULTANCY COURSE FUND

Project No. _____

Distribution: Final/Interim

Title of Project: _____

PI's Name _____ Designation _____

Department /Centre _____

A. PROJECT FUND POSITION

Gross amount including service tax 'G' = ₹ _____

Less GST as applicable 'L' (presently @ 18%) = ₹ _____

Total Contracted amount 'T' (=G-L) = ₹ _____

Amount payable to Institute (Institute Share) 'P' (@20%T) = ₹ _____

Remaining amount 'F' (= T-P) (@80%T) = ₹ _____

Expenditure already done 'E' = ₹ _____

Balance Amount for Distribution 'S' = F-E = ₹ _____

B. DETAILS OF AMOUNT TO BE DISTRIBUTED, 'S'

= ₹ _____

Coordination Fee 'C' (= maximum 20% of 'F') , = ₹ _____

Details of distribution among Coordinators, Technical and other staff

Mention all the names as per approval even if the amount to be disbursed is NIL.

Name	To be filled by P.I.				To be filled by SRIC accounts office		
	Designation	Employee code	Bank A/C No.	Amount ₹	Income tax	Net amount	Token no.

Remaining amount (if any) to DDF of CEC = ₹ _____

Certified that

(a) The amount distributed is within the prescribed limit for each individual.

(b) (b1) This is interim distribution and the percentage of amount of work done against the consultancy project is not less than the corresponding percentage of the consultancy fee being distributed now.

(b2) This is final distribution and that the work has been completed. The final report has been sent vide letter No.

_____ Dated _____ (Copy enclosed)

The following documents will be required at the closing time of the course in CD/Pen-Drive:

- (1) Name and address, phone, fax etc. of the sponsoring agency.
- (2) List of the internal and outside faculty/experts with address
- (3) List of the participants with full address.
- (4) Time Table copy
- (5) Copy of the group-photo.

Signature of the Course Coordinator (with date)

Extn. (O) _____ Mobile _____

Email : _____

P.T.O.

Endorsement by CEC /SRIC Office, I.I.T. Roorkee

The above is submitted for approval as recommended by Course Coordinator

Recommended /Not Recommended

Approved/Not Approved

D.A. /Sr.Supdt.
C.E.C.

Coordinator, CEC

D.A. /Supdt.
SRIC

A.R./Dy. Registrar (SRIC)

Dean, SRIC

For distribution of total institute share into IDF/CEC Account , DDF, PDF and incentive to staff, SWF etc. on getting full payment only at the time of closing the project (on final distribution only):

Total Institute Share deducted (P)		₹	_____
(a)	RDF (CEC Account) [CED-IDF-001]	50% of P	₹ _____
(b)	DDF of CEC [CEC-DDF-001]	15% of P	₹ _____
(c)	Electricity Charges [CEC-DDF-001]	5% of P	₹ _____
(d)	PDF	25 % of P	₹ _____
(i)	PDF of Dr. _____ = ₹ _____		
(ii)	PDF of Dr. _____ = ₹ _____		
(iii)	PDF of Dr. _____ = ₹ _____		
Total = ₹		_____	

Distribution of incentive to office staff and SWF etc. ...5.% etc. of P Rs.

(i) Staff Welfare Fund	(5%)	₹ _____
(ii) Departmental Office	(20%)	₹ _____
(iii) CEC Staff	(30%)	₹ _____
(iv) Fund for Community Activities	(10%)	₹ _____
(v) Central Administrative Fund	(35%)	₹ _____

(Signature of Course Coordinator)

No. CEC/

Dated:

Copy forwarded for taking further action to:

1. Professor & Head
2. Principal Investigator
3. Professor-in-Charge (Finance) O.S. Pay roll for information and n.a. please
4. Section In charge, CEC
5. Distribution Folder

Coordinator, CEC