

Proforma for Reporting Completed Consultancy Project

1. Name of the Institute:

2. Title of the proposed Project (including brief of the project):

3. Name and address of the consultant(s) who have undertaken the project:

Name:

Postal address:

Phone: Fax: Email:

4. Sponsoring agency:

a. Name and address:

b. Status:

Indian: Central Government/Government Undertaking/State Government/Private organization/

NGO/other (specify)_____

Foreign: U.N agency/CGIAR Institute/Private Organization/or other International Agency

(Specify)_____

5. Duration of the project (give specific dates and period):

6. Date of completion of project:

7. Whether the project required foreign visit(s) by the consultant(s): Yes/No

If yes, attach copy of the deputation report.

8. Whether the consultant(s) have been granted the required leave for carrying out the work: Yes/No

9. Actual expenditure of the project (please indicate if there is any deviation from the approved project):

1. Direct Expenses (including TA/DA cost) if any:

2. Intellectual fee:

3. Any other cost specific to the project if any:

4. Service tax:

10. Sharing of intellectual fee:

Total intellectual fee accrued: _____

(a) Institutional Income (30%): _____

(b) Consultant(s) share (70%): _____

Provide details below

Name of Consultant(s)	%	Share Amount

11. Has the benefit sharing been done as per the proposal and following the ICAR rules and +guidelines?

If there is any deviation, provide details with justification.

12. Amount accumulated as Institutional Income (as per Chapter 1 para 1.3.17):

Amount accredited as Institute Income: _____

Amount accredited to ICAR headquarters: _____

Certified that the project has been completed as per the Agreement with the client and all issues relating to IPR have been addressed as per the ICAR rules and guidelines and approved by the Director of the Institute.

Consultant
(Signature)

Countersigned
PME cell I/c