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| **COEP TECHNOLOGICAL UNIVERSITY PUNE****(A Unitary Public University of Govt of Maharashtra)****Consultancy Assignment Approval** |  |

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| **CW No.**:  | Date: |   |
| **Initiated By (Name of Dept. / COE):** |
| Name of the Client:Address:State: |
| Consultancy: Type 1 or Type 2  |  |
| Brief Description of Work /**Contract letter to attach** |  |
| Name of the faculty being engaged in the work / Dept.% distribution in case of group consultancy  |   |
| Justification as to why this consultancy work should be allotted to the faculty/ Justify use of consultancy work to academics  |    |
| For the current FY, No of consultancy till date |  |
| Overall cost of the project for calculation of Consultancy fee if any  |  |
| Total consultancy fee, INR | **Basic fee, INR**  | **GST 18 %, INR**  | **Total, INR** |
|  |  |
| Total INR. (in words):  |
| Teaching load of faculty, Hrs./Week |   |
| Total man-hours required to complete the work |  |
| Time required to complete the work- days/ week  |  |
| Proposed date for commencement of work |  |
| Proposed date of completion |  |
| **Undertaking**I, I \_ I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am aware that I will be available during working time in the University foracademic work and I will not spend more than 52 days over the weekends in a year for consultancy work. I shall submit a completion report having reference number assigned to each of the assignment/ consultancy work.Date, Name & Signature of P.I. Date, Name & Signature of Co.P.I.(s)  |
| **Recommended by HOD**Remark: **Date: Name: Signature**   | **Recommended by Director (R.I.I.L.)**Remark:**Date: Signature:** |
| **Recommended by Registrar****Date: Signature:** |  **Approved / Not approved by** **Date: Vice Chancellor:** |
| **For Finance Dept: PROFORMA RELEASE DATE & NO:** (Faculty to submit Client details with Proof of GST certificate, photocopy of Pan card, client letter) |
| **GSTN: PAN number: TAN number:**  |
| **Authorized Signatory from finance Dept.** |