



# INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

## Research & Development Unit (R&D)

(to be submitted with the original request from the client)

### DETAILS OF THE CONSULTANCY PROJECT:

1. Title of the Consultancy Project :
2. Name of the Client & Address :
3. Name of the Consultant - in – Charge :
4. Name of the Consultant (s) :
5. Name (s) of the School, where Research is to be performed :
6. Type of the Client :
7.
  - a) Consultancy fee :
  - b) Service Tax and education cess {12.36% of (a) above} :  
wherever applicable (see reverse page for details)
  - c) Gross consultancy Charges (a+b) :
8. Date of Commencement of work :
9. Date of Completion of work :
10. **THE CONSULTANCY PROJECTS INVOLVES**( Tick Appropriate one)
  - 10.1 Use of no Institute facilities
  - 10.2 Use of Institute facilities such as Computer, Network, Space, etc.
  - 10.3 Primarily testing and interpretation including laboratory testing.
11. **SHARING OF THE CONSULTANCY FEE**
  - 11.1 All Expenditure : Rs.  
(Item 7a – 11.2)
  - 11.2 Institute Share (% of 11.1) : Rs.  
(25% for 10.1, 30% for 10.2 and 35% for 10.3)

**The above proposal may please be approved.**

(Signature of Consultant-in-Charge)

### **RECOMMENDATION OF THE HoS**

This is to recommend that the consultancy project belongs to the category 10.1/10.2/10.3 (please strike the ones that are not applicable) and the Consultant (s) would be given necessary facilities including permissible leave provided the consultant (s) make (s) necessary arrangements for the assigned class loads.

Signature of HoS

**Approved by**

**Dean(R&D)**

### CALCULATION OF CONSULTANCY FEE

Sl. No.	Type of Consultancy	Rate or overhead ( after deduction of Service (Tax)
1.	Use of no Institute Facilities	25%
2.	Use of Institute facilities such as Computer, Network, Space etc.	30%
3.	Primarily testing and interpretation including laboratory	35%

If project cost after deduction of service Tax ( Prior to overheads) is X; then overheads of p% will be charged on X as per the table, Service Tax will be 12.36% or whatever is applicable, on (X + p% overheads). For example, for a project cost of X = 100 and 30% overheads, the calculation is as follows:

**Project Cost**                    = Rs. 100.00  
**Overhead**                        = Rs. 30.00  
**Service Tax**                    = (Rs. 100.00 + Rs. 30.00) x 12.36% = Rs. 16.068