



REQUEST FOR SERVICE CONTRACT UPTO 89 DAYS

(A separate form to be used for each person/agency)

Date: _____

1. Name of the sponsored project :
2. Project Code :
3. Sponsoring agency :
4. Name of the PI and School :
5. Brief title of job/service to be assigned on :
contractual basis
6. Time period for completion (limited to maximum 89 days):
From _____ to _____ (mention Dates)
7. Proposed total value of contract :
8. Name of the person/ agency to whom the contractual assignment to be awarded (with a short resume to be attached separately) :
9. a) Whether the person/ agency served any contractual assignment in the project/ any other project in the past :
b) If yes, the details of the same :

(Please note that service contracts will be approved only in very special cases. Please enclose proper justification of the contract, some details of work to be assigned in phases, and competency of the person / agency to do the service contract.)

UNDERTAKING FROM PI: I hereby certify that the above service contract is essential for the timely completion of the project and that the service providers / agency to be engaged for the work are sufficiently qualified and experienced to carry out the job and that the charges proposed to be paid are reasonable and economical. **The expenditure will be met from the contingency grant of the project.**

Countersigned by

Head of the School

Principal Investigator

Availability of fund under contingency head: YES / No

Approved / Not approved

Accountant (R&D)

Dean(R&D)

