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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: | |  |
| 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.  ( P.I.)  % distribution in case of group consultancy  ( Co-PI) | | |  | | | |
|  | | | |
| Justification as to why this consultancy work should be allotted to the faculty/ Justify use of consultancy work to academics | | |  | | | |
| How many consultancy works are presently being  carried out by the faculty – mention number : | | |  | | | |
| 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 | | |  | | | |
| **Mandatory to include participation of bonafide Students / Research Scholars (on hourly basis as per Rules of Consultancy)** | | |  | | | |
| 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 for  academic work and I will not spend more than 52 days over the weekends in a year for consultancy work. I shall submit completion report having reference number assigned to each of the assignment/ consultancy work.  Date: Signature: concerned Faculty (Sign of P.I. ) | | | | | | |
| **Approval by HOD**  Remark:  Date : Signature and Stamp | | **Approval by Director (R I I L)**  Remark:  Date: Signature | | | | |
|  | | | | | | |
| **FOR FINANCE DEPT**  (Faculty to submit Client details with Proof of GST certificate, photocopy of Pancard, client letter) | | | | | | |
| **PROFORMA RELEASE DATE & NO:** | | | | | | |
| **GSTN: PAN number: TAN number:** | | | | | | |
| **Authorized Signatory from finance Dept.** | | | | | | |