



NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

Dated:.....

Dept.....

Name of PI:.....

Job:..... no. under **Clause** as per given below:

Sr. No.	Job No.	Report No.	Gross Fee	Conslt. Fee	GST	Actual Expenses Claimed	Now Being Ded.		Date of Amt. Rec.
							Report	Overhead Charges (OC)	
								OCD (2%)	OCC (10%)
	Total								

Amount to be distributed : Rs.....**Institute Consultancy Overhead (ICO) i.e. Institute share** : Rs.....**Amount to be distributed by PI i.e. staff share** : Rs.....

Distribution of amount

Name of faculty/staff/etc.	2% OCD (Rs.)	Report (Rs.)	Share of Staff Members (Rs.)	Total

Certified That

1. The distribution has been made strictly as per rules and as approval obtained.
2. The work has been done outside Institute hours. (only for 1.2-a).
3. No. bill is pending with me and total expenditure has been included.
4. The Work has been completed and the report sent to the party vide Report Nos.as mentioned above.

Principal Investigator

HOD

Checked and found in order. The share of no faculty/staff member the exceeded the limits prescribed. The amount exceeded the prescribed limit has been distributed as per the rules.

In-charge Accounts R&C Cell

Checked & in order

Recommended

Recommended

Approved

CAE

Dean (R&C)

Registrar

Director