



RECORD OF THE CONSULTANCY / PROJECT / FUNDING / GRANT

Date :

Consultancy / Project Work Belongs to (Name of Dept / Lab / Facility) :

Title of Project / Consultancy Work :

Brief Description of the Work :

Associated Personnel

S. No.	Name		Designation	Department	Mobile
		PI			
		Co-PI			

Sponsor / Funded By

Sanction Letter Reference No. : Date:

Name of Organization :

Address of Organization :

PAN / TIN of the Organization : GST #

Contact Person Name : Mobile :

Designation / Department : Email :

Duration of Work / Tenure : Start Date : End Date : Tenure (YY:MM) :

Type of Sponsorship / Funding / Consultancy : Private / Government/ Public/ Foreign Agency /

Signing of MOU : Yes / No International Payment : Yes / No /

Payment Condition : Full Advance Payment Part-payment //

Consultancy / Work / Project Amount

Total Amount (including GST etc.)	Less Discount (if any)	Tax (GST etc.) Amount	Total Agreed Amount (Rs)	Advance Payment (Rs)	Payment Details / Invoice No

Name and Signature with Date / Seal

Consultancy / Project / Funding / Grant Provided By	Consultancy / Project / Funding / Grant Accepted By
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