ANNAMALAI UNIVERSITY

Form for Accepting Consultancy

<table>
<thead>
<tr>
<th>Name(s) of the Consultant(s)*</th>
<th>Designation</th>
<th>Department/Faculty</th>
<th>Contact details (Phone &amp; E mail id)</th>
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* If more than one faculty is involved, Principal Consultant to be identified.

Title of the Consultancy work

Name and address of the client
(Please attach a copy of the client’s letter duly attested by the consultant)

Total consultancy amount **
(Excluding Service Tax)
**Service Tax, at applicable rates, to be collected from the clients along with the consultancy charges

Rs. (Rupees in words)

Number of Hours likely to be spent

Equipment/instruments required

Duration of the work
Starting date
Closing date

Budget Estimate

<table>
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<tr>
<th>Manpower</th>
<th>Travel expenses</th>
<th>Consumables</th>
<th>Equipment***</th>
<th>External consultant</th>
<th>Sub-contracting of part of the work</th>
<th>Total expenses</th>
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<td>- Rs.</td>
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Estimated honorarium for the consultant(s)

Rs.

Overheads of the consultancy fees

**For procurement of equipment university procedure shall be followed and the equipment shall not be handed over to the client.

Date: 
Signature of the Consultant(s)

Recommendation of the HOD/Director of Research
Dr/Mr./Ms. ...........................................is recommended/Not recommended to take up the above consultancy because..........................................................
.................................................................................................................................................................
.................................................................................................................................................................

Date 
Signature of HOD 
Signature of Director of Research
Certified that the consultancy assignment has been successfully completed and report submitted to the client. Copy of the letter to the client with acknowledgement is enclosed. The remuneration payable to the consultant may be released, as per the distribution of the honorarium, in the format attached.