

**SEEKING FOR CONSULTANCY PROJECT/ CONSULTANCY WORK / TESTING
WORK PROPOSAL APPROVAL**

1.	Nature of work (Consultancy Project/Consultancy Work/Testing Work)	
2	Job No.	
3	Client Details	
	(a)Clients Name and address	
	(b)Request Letter No. & Date of the Client	
	(c) Proposed Amount by the Client in Rs.	
	(d) Duration of the work proposed by the client	
4	Team Members	
	(a)Name of the Principal Consultant (PC)	
	(b)Co-Principal Consultant (Co-PC)	
	(c)Associate Consultant (AC), if any	
	(d)External Consultant (EC), if any	
	(e)Name of the Official Staff/Consultancy Staff/ students for consultancy fee sharing	
5	Estimate Budget with Tax from concerned department/Centre	
6	Deadline of the Proposal/work	
7	(a)Advance Required, if any (Y/N)	
	(b)Amount of advance (Rs.), if Yes	
	(c)Justification For advance , if Yes	
8	I/We have enclosed the following materials:	
	(a) Request Letter from the client attached (Y/N)	
	(b)Tax Invoice (Two Copies)	
	(c)Advance Form (PPIM-1I), if advance required	
9	Others	

Authority may accord approval of the consultancy project/consultancy work/testing work .

(Signature of the Principal Consultant)
Name & Designation:

FIC/ HOD of the concerned departments/Centre

SEEKING FOR PATENT FILING APPROVAL

1	Patent Title	
2	Indian/Abroad, if abroad please mentioned the name of the Country	
3	Number of Collaborative Institutes/Clients(if any)	
	(a)Name of the Collaborative Institutes/Clients, if yes	
	(b)Revenue Sharing of the Collaborative Institutes/Clients, if yes	
4	Name of the Applicant	
5	Name of the Inventors	
6	Proposed amount for the Attorney Fees	
7	Proposed amount for the Government Fees	
8	I/We have enclosed the following materials:	
	Intellectual Property Disclosure Form : Annexure-1	
	Intellectual Property Undertaking Form	
	Three Quotations for attorney fees (Attached)	
9	Others	

Authority may accord approval for filing patent application with sanction of patent cost.

(Signature of the Inventor)
Name & Designation:

HOD of the concerned department

EVALUATION SHEET FOR PROJECT MANPOWER RECRUITMENT

[illegible]