



Project Title



CONSULTANCY PROJECT



ICAR - Indian Institute of Soil Science
Nabibagh Berasia Road, Bhopal 462038
<https://www.iiss.nic.in>

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

PROFORMA FOR REPORTING COMPLETED CONSULTANCY PROJECT

1. **Name Institute Name** : ICAR - Indian Institute of Soil Science
: Nabibagh Berasia Road, Bhopal 462038
- a. **Project Code** :
2. **Title of the proposed project** :
(Including brief of project)
3. **Name and address of Principal Investigator who has undertaken the project**
- Name** :
- Postal Address** :
- Phone** : **Fax** :
- Email** :
4. **Sponsoring/ collaborating/ funding (in case of grant- in-aid project) agency:**
- a **Name and address** :
- b **Status** :

Indian: Central Government/Government Undertaking/State

Government/Private/NGO/other

Foreign: U.N. agency/CGIAR Institute/Private Organisation/or other International Agency

5. **Duration of the Project** :
(give specific dates and Period)
6. **Date of Completion** :
7. **Whether the project required foreign visit by the consultant(s) of project team: Yes/No** :
(If yes, attach copy of the deputation report)
8. **Whether the consultant(s) have been granted the required leave for carrying out the work: Yes/No**
9. **Actual expenditure of the project** (*Please indicate if there is any deviation from the approved project*)

No	Particulars	Amount (USD)
(i)	Direct Expenses	
a.	Mandays Cost	
	<i>Name & designation</i>	<i>Man-days Charges</i>
	Total	
b.	TA/DA Cost	
c.	Consumables /components Charges (Computer's stationary, etc.)	
d.	Equipment Usage Cost	
	<i>Existing equipment</i>	
	<i>New Equipment:</i>	

e.	Institutional charges (20% of the cost of Project b+c+d)	
f.	External Payments envisaged	
	(i) Contractual staffs	
	(ii) Survey cost- (Data collection & supervisory)	
	(iii) Outsources of Services (Building application for institutional research data collection)	
g.	Insurance Cost	
h.	Contingencies (5% of the cost of project b+c+d)	
(ii)	Intellectual fee (60% of man-days deployed)	
(iii)	Any other cost specific to the project	
(iv)	Service Tax (15% of the cost of project)	
	Total Cost of the Project	

10. Sharing of intellectual fee _____ :

Total intellectual fee accrued: _____

(a) Institutional Income (30%): _____

(b) Consultant(s) Share (70%): _____

Provide details below

Name of Consultant(s)	% Share	Amount

11. Has the benefit sharing been done as per the proposal and _____ :
following the ICAR rules and guidelines? If there is any deviation,

provide details with justification.

12. Amount accumulated as institutional income :
(as per 1.3.17 of ICAR Rules and Guidelines for Professional Service Functions)

Amount accredited to ICAR headquarters :

Amount accredited as institute income :

Certified that the project has been completed as per the Agreement with the client and all issues relating to IPR have been addressed as per the ICAR rules and guidelines.

(XXXXXXXXXX)
Principal Investigator

Head, PME cell

Director of the Institute