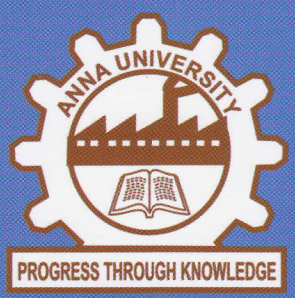
Centre for Technology Development and Transfer

ANNA UNIVERSITY

CHENNAI - 600 025.



Guidelines For Consultancy and Sponsored Research Program 2015

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1.0 Introduction

The Centre for Industrial Consultancy and Sponsored research was established by the Anna University, Chennai, on 28th Dec 2005, to encourage applied research and technology transfer. The Centre started its activities in Aug 2006. A number of initiatives were taken up to help the user agencies and industries to identify possible areas of collaboration. Since this centre had to play a major role in collaborative research and technology transfer, the Centre was renamed as the "Centre for Technology Development and Transfer" (CTDT) in Feb 2007 and was formally inaugurated by then the President of India, His Excellency Dr.A.P.J. Abdul Kalam on 23rd Feb 2007.

The Centre is therefore responsible to interact with stakeholders, both external and internal, and be a single window for partnership with industries and R&D establishments for research, consultancy and training programmes of the university. While with the external agencies the Centre organizes meetings, visits and appreciation programmes with the help of faculty members, the interactions with internal stakeholders taken into consideration the need for a proactive approach and the priorities as well as aspirations of the faculty members is executed. The internal users will have access to information for project formulation, utilization of funds and other project- related activities.

In continuation, as a part of its promotional activities, the Centre has brought out a publication on "An Insight into Facilities and Capabilities" of the University for R&D, and organized meetings with public sector industries, Government R&D establishments as well as with industries in core sectors such as Infrastructure. A Compendium of Research Activities of the University was published in 2009. A quarterly newsletter of R&D at Anna University is being published since July 2008.This provides information on the R&D programmes of the University, products/processes developed and technology transfers made.

The Centre has an advisory committee, which considers various issues considers with the sponsored research and consultancy activities. The University considers the recommendations of the advisory committee while formulating policy guidelines. A wider consultation is held with the faculty members to solicit their views and develop a vision for R&D programmes, encourage the participation of a large number of faculty members in R&D activities, adding to the academic reputation of the university, also generate funds for augmenting the facilities and help in the development of human resources through Master's and Doctoral level programmes.

Based on the experience of managing the projects and taking into account the needs of the investigators and consultants, the guidelines formulated were reviewed and modified in September 2015. The same is given in the following pages.

2.0 Vision & Mission of CTDT

The following are the Vision & Mission statement of CTDT.

Vision Statement :- "To make Anna University an institution of excellence to serve the needs of the society through Research, Technology Development and Transfer."

Mission Statement :- "To transform the research output into Technology and its utilization for public benefit."

3.0 Relevance of Consultancy & Sponsored Research

The alliance between the university and the industry, established through academic as well as sponsored research & consultancy and through collaboration at the national and the international levels, helps in identifying new technologies and widening/ strengthening the knowledge base and in disseminating the research findings. This also helps in infrastructure development through resource generation. Human resource capacity builds by associating the students at the Master's and Doctoral levels in these activities is another positive outcome of such collaborations. Industrial case studies, as part of research & development, provides insights into real world issues and lead to the problem-based learning. Comprehensive understanding of the industrial problems would serve in developing new methods / techniques and would encourage interdisciplinary / multi-disciplinary activities by relating different disciplines of science, engineering and technology. Thus, by student interactions through research and consultancy becomes an integral part of the innovation process and both, the university and the investigators are benefited.

At the professional level, the benefits to the faculty include, both establishment of contacts through participation in conferences, workshops, seminars and meetings of professional bodies. The Professional Development Fund (PDF) generated through research and consultancy facilitates such as participation also enables the payment of subscriptions to technical journals and professional bodies, and publications of results in national and international high input factor reviewed and refereed journals.

The following pages list out the benefits both to the University and the faculty members, as approved by the Syndicate by a resolution No.172.5.2 dated 28th Dec 2005.

The benefits are:

1. Faculty Development – short-term training and in-house courses of industry.

2. Undertaking high level research projects aimed at new product or process development, import substitution, etc. in collaboration with the sponsoring industry.

3. Undertaking real-time industry problems as research & development and consultancy assignments.

4. Organizing training in industries for faculty members under the faculty exchange program and to encourage reciprocal participation.

5. Promoting transfer of technology generated at the University.

6. Conducting workshops to identify requirements, industry wise, and to organize industrial surveys on specific themes.

7. Faculty exchange – getting professionals from industry as Visiting Faculty or Adjunct Professors for short and long periods and deputation of faculty to industry to gain industry experience and work on specific projects in industry.

8. Institution of Chairs – Industry sponsoring special Chairs / staff positions with all expenses met where well known in this field of research persons can be appointed for fixed periods.

9. Institutional evaluation – industry cooperating with academicians to evaluate the performance of institutions as regards social relevance and effectiveness of Programmes.

10. Services to industry – University can provide service to industry in consultancy and testing services, R & D activities, continuing education for working professionals, library services etc.

11. Adoption of Institutions/Programs – providing full support for specific programs / courses of short or long duration, adopting institution as whole by one or more industries and starting new institutions on a cooperative basis for catering to the industry's specific manpower needs.

12. Undertaking industry problems as student projects by UG / PG students.

13. Student training and assessment – associating industry professionals in training and evaluation of work to provide formal and informal feedback.

14. Upgrading and updating Curriculum – associating experts from the industry in curriculum planning and review.

15. Management – associating experts from the industries in curriculum planning and review.

16. Resource support – industries provide infrastructure resources like equipment, books, etc., or funding for specific programmes and projects.

17. Extending to industries the test facilities and other physical resources for development work.

18. Conducting continuing education programmes, short term and refresher courses for personnel from industries.

19. Arranging guest lectures by experts for faculty and students.

20. Promoting participation of industries in curriculum planning and development, teaching programmes and others academic activities.

Long Term Benefits

The long term benefits are:

- Technology development in mission mode.
- Undertaking pioneering / large scale projects in consortium mode.
- Setting up joint facilities.

It also provides visibility for the University in academic and R&D activities.

4.0 Role and Responsibilities of CTDT

CTDT is entrusted with the responsibility of promoting technology development through funded projects, consultancy, testing and training and with a role of protecting the developed technologies/products/ research findings. CTDT also has the responsibility of commercializing developed technologies through business incubation and entrepreneurship development.

The responsibilities of CTDT are highlighted in the functional structure given below.

The Centre is therefore responsible for the following functions:

1. Technology Development

1.1 Research promotional Activities

a. Awareness creation
b. Organizing and conducting interactive programmes/meetings with industries and R&D establishments
c. Motivating Faculty / Researchers/Students through awards, incentives, etc.
d. Show casing Technologies / Research findings
e. Using the Consultants as brand Ambassadors
f. Publication of technical write- ups on R&D activities
g. Organizing visits both to the industry and by industry
h. Conducting appreciation programmes on state of the art technologies for specific sectors

1.2 Research Support Activities

a. Information dissemination about call for proposals
b. Mentoring and initiate new sponsored and consultancy projects
c. Aiding the Researchers to identify the right funding agency
d. Tracking the status of submitted proposals
e. Assisting the individuals to understand the procedures

2. Technology Transfer

2.1 Promotional Activities

a. Create awareness among Faculty / Research Scholars / Students about industry sector based needs and Technology Transfer .
b. Conducting of regular educational programs about commercialization of research .
c. To promote Intellectual Property awareness among students, faculties through streamlined awareness campaigns .
d. To organize short-term Intellectual Property modules, seminars, workshops and conferences.
e. Awareness creation on Entrepreneurship Development among faculty, Research Scholar and students through seminars, workshops, interactive training programme etc.

2.2 Support Activities

a. Identifying suitable industry for Technology Transfer.
b. Supporting proper test bed for evaluating the technologies.
c. Directing individual to relevant experts in the industry.
d. Help in distinguishing what type of intellectual property one may have invented or produced.
e. Helping Faculty to file for IP protection.
f. Provide legal opinion.
g. Mentoring Academicians, Researchers, Students and Entrepreneurs for filing Patents and Trademarks in an effective manner.
h. Protect Intellectual creations generated by Faculty/ Students and Research Scholars through streamlined approach in Patent filling .
i. Provide consultancy services towards enterprising skill development.
j. To develop a methodology to monitor the present level of technology and its future development.
k. Providing facilities like Venture labs.
l. Providing business advisory services.
m. Identifying individual / organization / industry who need help.
n. Framework for commercialization.
o. Providing business development services and resources.

5.0 Definitions

Sponsored Research and Funded Projects

These include projects sponsored by Government agencies, Industries or other Institutions. The projects would focus on both pure and applied research with the objective of developing new technologies and/or and creating new knowledge. The research should be in new and emerging areas as well as on thrust areas of science and Technology.

Consultancy

Consultancy work can be taken up to solve problems refereed by industries, institutions, government agencies and corporations, societies and any other bodies, including professionals/individuals wherein the professional expertise and knowledge of the faculty members (Consultants) as well as the infrastructural facilities of the University will be utilized. The facilities of the University will be used for the research work, theoretical analysis or experimentation required for generating and validating information in solving the industrial problems. The assignments are heavily dependent on the existing know-how and skill of the faculty members involved.

Retainer Consultancy

Where the expertise of the faculty members, without the use of any University facility, is provided either at the University or in the premises of the client, such consultancy shall be taken up on "Retainer " basis, with prior approval of the University.

Testing

These are assignments like the Testing / Calibration of instruments / development of software etc., for industries/ institutions undertaken by the faculty members (Consultants), wherein the facilities available in the University are utilized to a great extent.

Training Programme

These are offered by the faculty members to persons from industry, Government and user agencies on topics of interest to them, where the outsiders want to upgrade their knowledge and skills, and where the faculty has the required expertise.

6.0 Submission of Project Proposals

The proposals for submission of projects together with the details of infrastructure must be forwarded through the Head(s) of the Department(s)/Centre(s), to the Director, CTDT, for forwarding to the funding agencies.

In case of Consultancy, Testing and Training, a copy of all the documents such as work orders, budget etc. received from the organization / Industries by the faculty belonging to the department and autonomous centre should be sent to the Director, CTDT , within two days of their receipts., *in the prescribed form.*

Date of Commencement

The date of commencement of the project is normally the date of receipt of the cheque for the first installment/date of receipt of the financial sanction of the project fund from the funding agency.

Closure of project

The date of prospective closure of sponsored research the projects is determined as per the sanction letter. If the project is to be extended, prior approval of the sponsoring agencies should be obtained by the Principal Investigator. On actual completion of project, the Project Investigator should arrange for the preparation of the final report and should obtain audited statement of accounts from the CTDT and these may be sent to the sponsoring agency.

7.0 Guidelines approved by the Syndicate

The guidelines approved by the Syndicate at the time of establishment of CTDT and subsequently are given below for the benefit of the faculty members

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7.1 Budget Distribution

The budget distribution for Projects, Consultancy, Testing and Training are given below:

Projects

Project cost - 85%

Overheads - 15%

(Comprising

5% to be transferred to Registrar, Anna University

4% to be transferred to the respective Head of Department / Director of Autonomous Centre.

2% to be transferred to the PDF account. In cases where there are 2 or more coordinators, the amount to be shared equally among the coordinators and deposited in their respective PDF a/c maintained at CTDT.

4% to be retained at CTDT)

Consultancy

On the total consultancy amount after deducting the service tax, as applicable, the following distribution will be made.

i. Anna University - 7.5%

ii. Dept / Centre Overheads - 7.5%

iii. CTDT Overheads - 15%

(Of which 10% to be kept for the support of R&D)

iv. Consultant remuneration,

Including all expenditure - 70%

In the case of Consultancy where the expenditure component is high, special permission may be obtained from CTDT to modify the above, with the necessary budget approval from the Sponsoring Organization / Industry.

Retainer Consultancy

1. Can provide advisory services, without using the facilities at the University, either at the place of the client or in the University.

2. Duration of the assignment can be for specific periods of three months, six months or one year, as per the needs of the client, with the periodical visits restricted to half a day or one day in a week.

3. Consultancy charges shall not be less than Rs 10,000./-per day plus taxes, as
4. applicable.

5. Travel, local conveyance and hospitality expenses to be borne by the client.

For visits to the client's place, the consultant can avail eligible Special Casual Leave.

Of the total consultancy amount available after deducting the applicable service tax, the following distribution will be made.

i.	Anna University	-	15%
ii.	Dept / Centre Overheads	-	15%
iii.	CTDT Overheads	-	15%
	(Of which 10% to be kept for the support of R&D)		
iv	Consultants remuneration, Including all expenditure	-	55%

Testing

On the total testing amount after deducting the service tax, as applicable, the following distribution will be made.

i.	Anna University	-	25%
ii.	CTDT Overheads	-	20%
iii.	Dept / Centre maintenance	-	25%
iv.	Payment of remuneration to Dept. faculty and staff involved	-	30%

Training

The norms for utilization of the income from training programs shall be as follows:

i.	Anna University	-	10%
ii.	CTDT Overheads	-	10%
iii.	Department / Centre	-	10%
iv.	Coordinator for the conduct of the program	-	70%

(Accounts will be settled with CTDT in case the program is conducted by Dept's and with the centre if it is conducted in the autonomous Centre's) .

The HOD / Director is empowered to give administrative and financial sanction towards administrative and Infrastructure development expenditure for the 4% received from projects,7.5% received from consultancy, 25% received from Testing and 10% received from Training as it is their responsibility to maintain the account and keep the bills and vouchers for submission to audit as and when required.

In the case of Technology transfer, Development of the software the following distribution will hold.

Technology Transfer

The University encourages transfer of know how or marketing rights of products/processes developed by the faculty. In all such cases Memorandum of Understanding has to be signed with the client to whom the technology or the marketing rights are being transferred. The proceeds from such operations shall be shared on a 20:20:60 basis as per IPR policy for sharing revenues by the University, CTDT and the faculty.

Development of Software

Any software having intellectual property developed by the faculty member/student will be the joint property of the developer, the University and any other agency who might have contributed to its creation, as applicable. The terms of sharing revenue from its commercial exploitation amongst the involved parties are to be worked out on a case-to-case basis.

7.2 Purchase of Equipment / Instrument / Capital Goods and Materials

All purchases of equipment and materials related to PROJECTS are only for research purposes. The necessary certificate related to Customs Duty / Excise Duty exemption will be signed by the Registrar. The request from the HOD / Director / concerned will be endorsed by one member of the Research Advisory Committee and routed through the Director, CTDT to the Registrar for the issue of certificate for the purchase of equipment and materials related to projects.

The rules followed by the University, including e-tendering and that framed under Tamil Nadu Transparency in Tenders Act, 1998(TNTT) for tendering, evaluation and acceptance of the tender including possible exemptions under this ACT such as single source of supply, low value purchases, etc. are to be followed for procurement of items, will be applicable to all purchases of equipment and materials for projects/consultancy and a fast track process of processing the purchase requests shall be followed for which,

a. A standing committee constituted by the Vice-Chancellor with Director CTDT as Chairman for project related purchases, shall meet at least twice in a month, to look into purchase of non-routine equipments or any other item required for the project as per University norms. Based on the recommendations of this committee and with pre auditing, orders shall be placed within ten working days for indigenous items and within thirty working days for imported items by appropriate authorities.

b. Outsourcing of fabrication for project related work may be permitted, after the proposal is processed and recommended by a departmental level committee of three members. Based on this recommendation, Director CTDT shall approve the outsourcing and the work order shall be placed within seven days by the appropriate authority.

Machinery / Instruments, Maintenance Contract

The department can enter into a maintenance contract with the firm which supplies the Machinery / Instruments for projects or its authorized dealers after the guarantee period. Expenses for the same can be met from the contingency grants of the projects.

Machinery/ Instrument Erection and Commissioning

For erecting and commissioning of Machinery/ Instruments purchased in a project, funds available under the head contingency can be utilized. Since all the projects are time bound, execution of such work can be entrusted by the HOD/ Director directly, based on the opinion of expert members in civil and electrical engineering for structural and electrical works, to any reputed contractor by calling quotations The HOD / Director will release the work order..

If the value of civil or electrical work is less than Rs. 20,000/- the work can be entrusted by the HOD/ Director to any contractor or executed by purchasing / hiring required materials / Labour.

Purchase of items listed under head 101 in the finance and account manual, Anna University

If the funding agency has approved the purchase of items listed under section 101of Finance and accounts Manual, 1999, (Refrigerator, Television sets, Cameras, Computers, Fax, Photocopier, office equipments, Audio/Video recorders, Musical instruments, Air conditioners and furniture) and mentioned it while releasing the grant, Director CTDT can give the sanction proceedings for the purchase of such items.

Faculty members associated with the projects are permitted to purchase various items such as books, software, components and consumables or subscribe to technical journals/pay the membership fee as per University norms through **Credit Cards** and ask for reimbursement from project/PCF. The maximum permissible limit is 500 USD per purchase. The claims are to be sent to CTDT along with STOCK BOOK REGISTER (SBR) entries and details of customs duty paid, if any. Any customs duty at the existing rate can be reimbursed over and above 500USD separately on production of supporting documents. If they are purchased on single quotation basis justification shall be provided along with the claim for reimbursement.

Maintenance of Stocks

Maintaining the correct account of the stock is as important as the purchase formalities. The procedures outlined in the University Finance and Accounts manual must be adhered to with regard to the maintenance of stocks. The information about the assets created through projects shall be furnished to CTDT while submitting the funds utilization certificate, in GFR 19 form (format given in the booklet).

7.4 Project / Consultancy Staff Recruitment

The projects can have the staff appointed, *on a temporary basis*, for technical activity, by any of the procedures given below:

1. Staff appointed based on regular advertisement and selection.
2. Staff appointed on ad -hoc basis
3. Students employed on part-time basis
4. University staff engaged for specific tasks

In cases of appointment for administrative activity under the project (where the funding agency has given its approval) the Principal Investigator, has to approach the Common Selection Committee through the HOD / Director of Centre. A copy of the appointment order issued in such cases should be sent to the Director, CTDT.

If the services of external consultants are required, the faculty consultants on consultancy assignments can avail, with the prior approval of the Director CTDT, provided the faculty member certifies that the services are of a nature for which the expertise is not available in the department/University. The honorarium payable to external consultants shall not exceed 50% of the 70% given to the consultants for carrying out the work.

Staff appointed on a temporary basis

In order to attract good candidates for project/consultancy activity, the advertisement for temporary positions in projects can be released either in the University website or in professional journals. The expenditure can be met from the contingency grants of the project, with prior approval from Director CTDT.

Project Staff selected based on regular advertisement / circular can be employed for the entire project / consultancy period.

The procedure to be followed shall be as follows.

(a) The candidates, if necessary after a preliminary short listing and written test, would be Interviewed by a Selection Committee constituted as follows:

1. Heads of the Dept's / Directors of Centre's - Ex-officio Member.
2. Principal Investigator / Faculty consultant - Convener.
3. One nominee of Director, CTDT from the panel of names approved by the Vice-Chancellor.
4. Any member as per the mandatory requirement of the projects if any.

(b) The appointment orders as per the specified format given by CTDT are to be issued by the HODs or by the respective Directors of autonomous centre's where the staff will be employed.

(c) In the appointment order, the name of the project should be mentioned and appointee should be employed only in one project.

(d) The maximum tenure of project staff appointment can be for the duration of the project period with the consent of the PI.

(e) Wherever the services of the project staff are needed for some work other than the project where he/she is employed, such should be done only with the approval of the Principal Investigator of the project. In such cases, the project staff is eligible for overtime (OT) / allowance / remuneration from other sources provided such remuneration during the month does not exceed 25% of his/her salary for that month. Such remuneration cannot be coupled together.

(f) It is the responsibility of the Principal Investigator to monitor the terms and conditions of all staff appointed in the specific project.

(g) In the cases of extension of project staff for another term within the project period, the extension should be recommended by the Principal Investigator and endorsed by the HOD / the Director of the respective centre's. The extension orders will be issued by the HOD / Director of the respective center.

(h) Copies of appointment / extension orders issued to staff by HODs/Directors of autonomous Centre's must be sent to CTDT and to respective departments and research centre's.

Staff appointed on ad-hoc basis

Wherever necessary, suitable candidates may be given ad-hoc **appointments at any point during the course of the project, but restricted to a maximum of 6 months at a stretch**. In cases where extension is requested, then the individual has to go through the procedure indicated for 'Selection of staff on temporary basis

Students employed on Part-time basis

Services of *full time* students may be utilized after office hours and during holidays for specific scientific / technical works relating to the Project / Consultancy projects with the approval of the HOD and the guide of the student, especially during their project semesters. The remuneration that could be paid to the student shall depend on the following norms.

	Rs. Per hour
For UG students	150
For PG (Masters Degree students)	200
For M.Phil and PhD students	300

Maximum number of hours in a month must be restricted to 50 hours. Remuneration shall be paid only in the form of cheque.

University staff engaged for specific tasks

University staff can be engaged for specific tasks in the project outside the normal University working hours, subject to a maximum of 60 hours in a month and may be remunerated as per CPDE norms for AR / Chief Superintendent /office superintendent/and technical staff / Asst / Junior Asst / Steno / Typists/Store keeper/ RC / Drivers.

Project/consultancy Staff Salary

Norms of funding agency

Wherever the funding agency has specified norms of appointment of project staff, the norms of the funding agency shall apply.

CTDT Norms

In cases where the funding agency has not specified the norms, the project staff shall be paid from the project on a consolidated basis under various categories within the salary range specified as follows:

S.No	Post Name	Eligibility	Salary Range (Rs.)
i.	Field Assistant	SSLC or equivalent	Rs. 3000- 9,000
ii.	Technical Assistant	HSC or equivalent	Rs. 4500- 10,000
iii.	Project Assistant	B.Sc / BA / BBA /B.com	Rs. 4500- 12,000
iv.	Projects Technician	Diploma or equivalent (> 3 years of education after +2)	Rs. 8,000-15,000
v.	Project Associate I	B.E. /B.Tech/M.Sc Junior MBBS / MCA / MBA / M.Com or equivalent (> 4 years of professional education after +2)	Rs. 15,000-30,000
vi.	Project Associate II	M.E. /M.Tech/M.Phil / M.Arch / M.V.Sc/ M.D / MTP or equivalent experience after the first degree > 6 years of professional education after +2)	Rs. 20,000-50,000
vii.	Project Scientist	Ph.D/Equivalent Industrial/ R & D experience (minimum 4 years after PG)	Rs. 25,000-60,000

The range of salaries have been proposed to accommodate the variation in the prevailing rates in the industry, the qualification and experience of the candidate, the availability of funds in the Project etc. and the Selection Committee should recommend the salary to be fixed for a given candidate.

7.5 Travel

Project Investigators and consultants are permitted to visit on field work, attend meetings conferences, seminars and workshops, within the country, utilizing the funds of the project / consultancy, subject to provision, with prior permission of the Director CTDT or by the University authorities on the recommendation of the Director CTDT. All the visits of project and consultancy staff, including for promotional visits and for project presentation, shall be approved by Director, CTDT. **The claim bill towards, the visits within 200km (to and fro) distance from the institution may be admitted with the prior approval of the concerned Head of the Department .**

All travel related to projects will be treated as on duty. All travel related to consultancy and testing will be treated as special casual leave to which the faculty member/staff is entitled.

- Travel related to the project, Consultancy, Testing of the Departments will be permitted by Director, CTDT. Their requests are to be routed through the Head of the Department to the Director, CTDT for approval (in the prescribed form). The principal investigator of projects must take care that the total expenditure for travel shall not exceed the amount, allotted under this head in the project. With regard to claiming of taxi / auto fare the actual can be claimed for traveling to / from the Airport / Railway Station *with due certification of the receipt..*

TA & DA norms for faculty members wherein expenses are booked under the head Projects & Consultancy

The DA settlement will be as per the guidelines given below:

Journey:

By Train:
Up to 2 tier A/C (Ticket should be produced.)
By Air:
As per eligibility (Boarding pass should be produced). If the flight ticket is booked through a travel agent, Service charge / tax paid by the agent can also be claimed.
By Road:
If private vehicles are hired, original printed and stamped receipts along with printed trip sheet with vehicle number will only be accepted.
For field visits, if the journey commences from Chennai, effort should be made to hire the vehicle through Logistic Centre.
Written permission to hire a vehicle should be obtained from CTDT before the journey.

Journey DA:

By Train: 2/3 of first class train fare as lump sum.
By Air: Rs. 2000/- per trip, to and fro, including all expenses incurred in undertaking the journey and journey DA. (Already approved by Syndicate).

Accommodation Expenses:	Will be reimbursed for actual expenses on production of receipts. For Projects sponsored by Govt. Funding agency / CTDT: Actuals (Bills to be furnished) subject to a maximum of **Rs.3,000/- for 'A' class cities and Rs.2,000/- for other places** or without a bill - Rs.1,500/- for 'A' Class cities and Rs.1,000/- for other places as lump sum Projects supported by Pvt., funding agency and for Consultancy: Will be reimbursed at actual expenses on production of receipts.
Boarding and all other incidental charges:	Rs. 1000/- per day lump sum.
Number of Days:	The number of days should be informed to the CTDT office in advance and a written permission should be obtained.

TA & DA for Project/consultancy staff, Students involved in Projects/ consultancy and Technical staff wherein expenses are booked under the head Projects &Consultancy shall be reimbursed for their travel and accommodation expenses based on their certification/ recommendation by the consultants/investigators.

Journey:	**By Train**: Sleeper class for Field Assistant / Technical Assistant / Project Assistant / Project Technician. **By Train**: Up to III Tier A/c for Project Associate I / Project Associate II / Project Scientist /Research Scholar /Project Fellow /Women Scientists.
Journey DA:	**By Air**: (Andaman or Nicobar or Lakshadweep Island) **By train**: 2/3 of sleeper class train fare as lump sum. **By air:** Rs 1000/- per trip, to and fro, including all expenses incurred in undertaking the journey and journey DA.
Accommodation Expenses:	For Projects sponsored by Govt.funding agency Rs 300/- per day lump sum OR Actual (Printed bills to be furnished) subject to a maximum of Rs750/- for 'A' class cities and Rs 500/- for other places. Projects supported by Pvt. Funding agency and for Consultancy: Will be reimbursed for actual expenses on production of receipts.
Boarding and all other incidental charges:	Rs. 250/- per day lump sum.
Number of Days:	The number of days should be informed to the CTDT office in the advance letter and a written permission should be obtained.

Registration Fee

When registration fee is payable documentary evidence, i.e. conference brochure should be enclosed. The Registration fee will be drawn by cheque/DD in favor of the organizers/conference account and handed over to the investigator/participant. The project investigator/consultant may also make payment of registration fee directly and claim reimbursement later producing the documentary evidence.

Advance for TA/DA

• When an advance for travel is required, it should be specifically mentioned in the TA/DA approval request and in the case of Air Travel a copy of the proforma invoice for air fare/ air ticket /train ticket/e-ticket should be enclosed.

• If the mode of travel is higher than the eligible class, investigator/consultant/project staff should furnish justification for the same and obtain approval of the Director CTDT/ Registrar/Vice- Chancellor.

• The travel should be performed during the Projects consultancy tenure.

• Sufficient funds should be available in the project and in the case of sponsored project under the "Travel" head .

Settlement of Final Claim

• The final TA/DA claim should correspond to the original approval of the Director/University authorities.

• If mode/class of travel is higher than the eligibility, investigator/ consultant has to submit, with the claim, the approval of Director CTDT/Registrar/Vice-Chancellor is justifying the same.

• The travel should have been performed during the Project tenure.

• Sufficient funds should be available in the project and specifically under the "Travel" head in case of the sponsored project.

• Air tickets /Train tickets e-tickets and boarding pass should be enclosed.

If the funding agencies do not support the travel expenses of faculty members for presentation of the proposals, Director CTDT is authorized to approve the reimbursement of the travel expenses from CTDT funds with the approval of/ ratification by the Vice Chancellor.

International Travel

In the case of international travel, the requests of the faculty members, project staff from the departments and autonomous centre's will be routed through the Director, CTDT for permission by the Vice-Chancellor for prior permission. A copy of the proceedings issued by the Director, CTDT will be sent to PR section, for placing it in the Syndicate.

Refreshment and Hospitality Expenses

Contingent grant in projects can be used for refreshment expenses and to meet the local conveyance, accommodation and hospitality expenses for visiting members and review teams, based on the submission of the original bills with certification by the investigator

Professional Body membership

Membership fee of Professional Societies including Life or annual membership of professional bodies and subscription to the journals, using Credit Card or by normal subscription shall be permitted **with a ceiling of 500 USD in a year per project** from the contingency grants of the projects of the faculty member, on production of the receipts.

7.6 MOU/Agreements/Contracts

All MOU's relating to Projects, Consultancy, Testing and Training will be processed by the Director, CTDT and placed in the Syndicate for approval. The MOU's will be signed by the Registrar, Anna University.

All Memoranda of agreements/contracts for consultancy work shall be signed by the consultants with the prior approval of Director CTDT.

7.7 Incentives

Professional Development Fund, PDF

When a consultant would like to keep a portion of his consultancy, testing fee with the University for other purposes, then he is permitted to deposit it in the Professional Development Fund (PDF) Account maintained by CTDT. Individual accounts will be maintained by the Centre for all faculty members belonging to the Department / Centre for contributions through both Consultancy and sponsored projects. This amount can be utilized for the purposes such as travel, visits abroad, telephone expenses, professional body membership, health & accident insurance including during travel in India / abroad, refreshments and hospitality expenses relating to projects and consultancy as detailed below. The claim for the same shall be made in a prescribed form, with due certification of all bills and vouchers, submitted in original. The papers will be processed at CTDT for PDF and cheques will be issued by the Director, CTDT.

At any period of time, if the consultant desires to withdraw a certain amount, Income tax at the prevailing rates will be deducted on the amount, when the total amount of earnings including this withdrawal by the consultant in that year exceeds the limits fixed by the government. Similarly, at the time of retirement, the consultant can withdraw the left out amount after paying the necessary income tax at the prevailing rates. Any amount withdrawn by the Consultant over the year from the PDF account should be a mandatory feature in the Form (Form 16A) being issued for filing of IT returns.

The PDF share of **the investigator, accumulated through project Overheads**, can be utilized for various purposes described above. Also, if any of the government funding agencies

and industry provide honorarium to the investigators of sponsored projects and if there is a provision for such honorarium in the project proposal, the same may be utilized by the investigators as per PDF norms. At the time of retirement the PDF thus accrued though sponsored projects cannot be withdrawn by the investigator, but can be used to create an endowment at the University or donate the funds to the department / centre. However, if any, private funding agency provides an honorarium to the investigators of sponsored projects, the norms for PDF accrued through Consultancy work shall apply

The PDF can be utilized by the concerned faculty member for the following purposes:

1. TA / DA, taxi fare and registration fee for attending a conference / workshop / symposium / seminar / meeting etc., or deliver an invited lecture (subject to sanction of appropriate leave by competent authority) to a place in India or abroad and for making exploratory visits for further sponsored research / consultancy work, with advance approval of Director CTDT.

2. Membership fee of Professional Societies including Life or annual membership of professional bodies and subscription to the journals, using **Credit Card or by normal subscription** shall be permitted with a ceiling of **200 USD** in a year from the PDF of the faculty member, on production of receipts.

3. Purchase of professional Books, journals, stationery including computer stationery, Software or data on any storage medium.

4. Equipments / **Electronic Gadget, Mobile Phones, Laptop, Palmtop,** iPod can be purchased and taken into stock register of the University.

5. Expenses towards maintenance of the equipments purchased through projects.

6. Up-gradation or purchase of laptop or desktop computer and related peripherals like digital camera / web camera for use by the faculty member at any location as per the work requirement.

7. Purchase of office and laboratory furniture.

8. Reimbursement for any type of telephone calls, including pre-paid cash card.

9. Refreshment and local conveyance expenses during project activity / meetings.

10. Boarding, lodging & entertainment expenses for the visitors on official visits.

11. All purchases shall be made as per University rules.

12. Reimbursement will be made to the concerned faculty member in all cases except for the purchase of equipment.

13. The items procured out of PDF shall remain property of the University. However, the non-consumable items procured through PDF may be taken away by the concerned faculty from the Department / Library, on payment of book values, during the period of service or within 3 years of retirement / leaving the service of the University.

14. For any expenditure not covered above, prior approval of the Director CTDT / Vice Chancellor is necessary.

15. Creation of Endowments / scholarships / awards or Donations to the University shall be allowed by using the PDF.

7.8 Research Support Schemes

The Centre for Technology Development and Transfer would take up various initiatives to encourage and promote revenue-generating R&D activities in Anna University. From the resources it generates, it would strive to provide funds to the faculty members, especially the ones joining newly, to create research facilities, prepare project proposals, etc. It would also strive to extend financial support for filing patent applications of the faculty / students of the University through the Centre for IPR.

8.0 List of a few Funding Agencies

There are a number of funding agencies, both at the national and international level, which fund projects and also support travel programmes for research related activities. Some of the Government departments like DRDO, ISRO, and Atomic Energy support research project funding through their laboratories. A few industries also establish research laboratories in academic institutions by supporting the procurement of major laboratory facilities, both for academic and research related activities. A list of major agencies is given below.

In addition, the Government of India has entered into bilateral agreements with a number of countries such as Australia, Germany, Italy, France, Brazil, Japan, USA etc., Research proposals can be submitted through the Department of Science and Technology for joint research projects. In addition European Commission supports research activities through Public Private Partnership programmes.

Internationally, there is a British Council, DFG/ BMBF/DAAD programmes of Germany, NSF/ NIST of USA provide funds for collaborative research in association with researchers in the countries concerned.

The Web addresses of the funding agencies, wherever available, are provided for obtaining further information and the formats for submitting proposals. The proposals for projects are to be routed through the Heads concerned and the Director, Centre for Technology Development and Transfer.

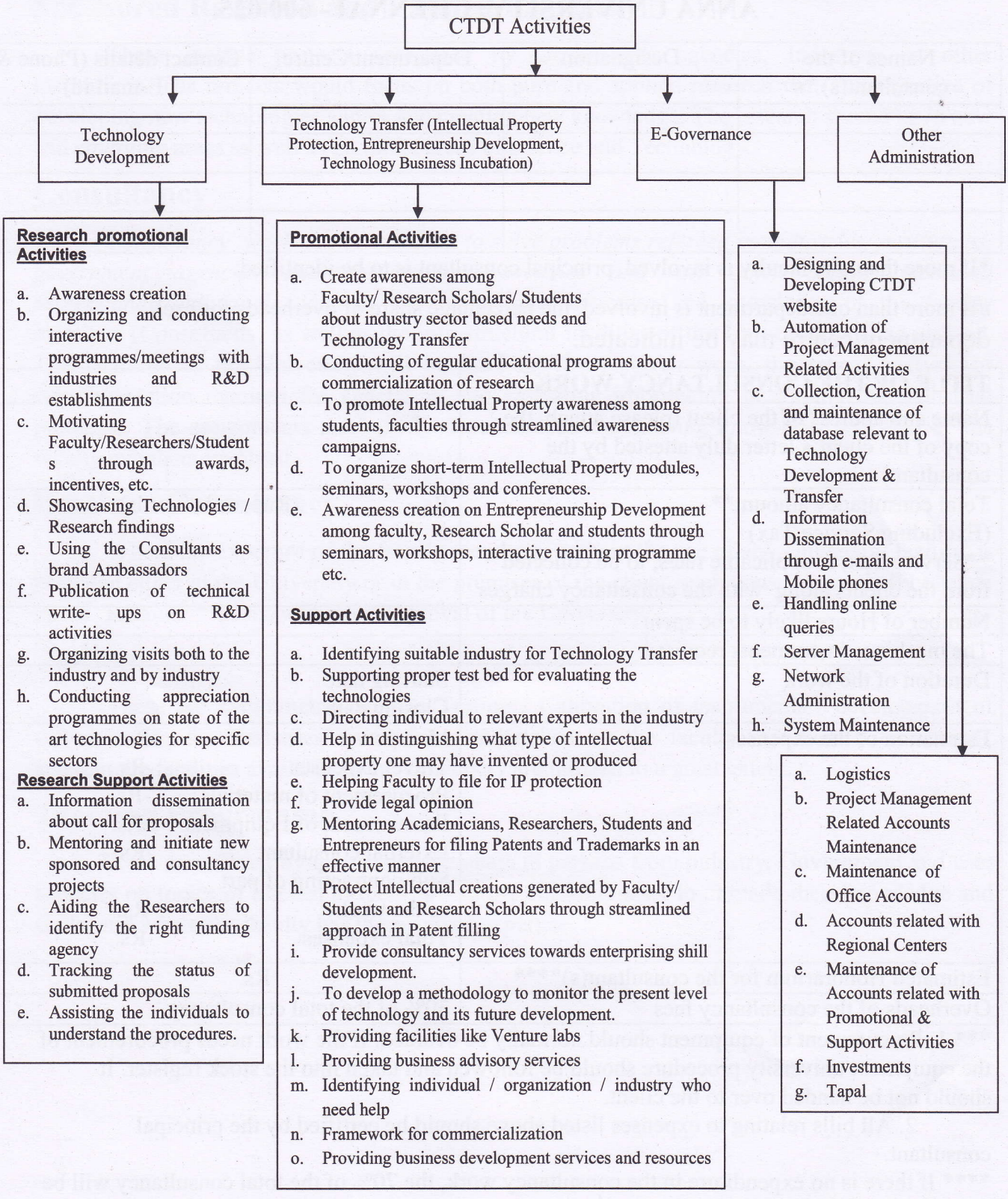
List of funding agencies:

1.	Aeronautical Research &Development Board	http://drdo.gov.in/drdo/boards/ardb/index.htm
2.	All India Council for Technical Education (AICTE)	http://www.aicte-india.org/
3.	Atomic Energy Regulatory Board (AERB)	http://www.aerb.gov.in/
4.	Board of Research in Nuclear Sciences (BRNS)	https://daebrns.gov.in/
5.	British Council Division, New Delhi	http://www.britishcouncil.in/
6.	Building Materials & Technology Promotion Council, New Delhi(BMTPC)	http://www.bmtpc.org/
7.	Commissioner of Horticulture and Plantation Crops(CHPC)	http://www.tn.gov.in/detail_contact/4567/4
8.	Council of Scientific and Industrial Research (CSIR)	http://www.csir.res.in/
9.	Defense Research& Development Organisation (DRDO)	http://drdo.gov.in
10.	Department of Atomic Energy	http://dae.nic.in/
11.	Department of Biotechnology	http://dbtindia.nic.in/index.asp
12.	Department of Environment & Forests (DEF)	http://envfor.nic.in/
13.	Department of Information Technology	http://deity.gov.in/
14.	Department of Ocean Development (DOD)	http://dod.nic.in/
15.	Department of Science & Technology	http://www.dst.gov.in/
16.	Department of Scientific and Industrial Research (DSIR)	http://www.dsir.gov.in/
17.	Department of Space, Ahemedabad & Bangalore(DOS)	http://dos.gov.in/
18.	Euroindia - ICT Cooperation Initiative	http://ercim-news.ercim.eu/en74/joint-ercim-actions/euro-india-ict-cooperation-initiative
19.	IBM India Research Lab (IBM IRL)	http://www-07.ibm.com/in/research/
20.	Indian Council of Medical Research (ICMR)	http://www.icmr.nic.in/
21.	Indian Space research organization	http://www.isro.org/
22.	Indira Gandhi Centre for Atomic Research (IGCAR)	http://www.igcar.ernet.in/

23.	Indo - South Asia Research Funding	http://www.southasianist.info/india/sfunding.html
24.	Indo-US Research Fellowship for Indian Researchers	http://www.indousstf.org/fellowship.htm
25.	Intel Public Affairs International Contribution	http://www.intel.com/pressroom/contacts/usa.htm
26.	International Centre for Genetic Engineering and Biotechnology	http://www.icgeb.org/home.html
27.	M/S Chennai Petroleum Corporation Ltd.(CPCL)	http://www.cpcl.co.in/business%20major%20projects.htm
28.	Ministry of Earth Science, GOI, New Delhi(MOES).	http://dod.nic.in/
29.	Ministry of Environment & Forests	http://envfor.nic.in/
30.	Ministry of New and Renewable Energy	http://www.mnre.gov.in/
31.	Ministry of Power, Central Power Research Institute (CPRI)	http://www.cpri.in/
32.	Ministry of Social Justice& Empowerment (MOSJE)	http://socialjustice.nic.in/
33.	Ministry of Water Resources	http://wrmin.nic.in/
34.	National Board for higher Mathematics (NBHM)	http://www.nbhm.dae.gov.in/
35.	Naval Research Board	http://www.nrbdrdo.res.in/
36.	Oil Industry Development Board (OIDB)	http://oidb.gov.in/
37.	Petroleum Conservation Research Association (PCRA)	http://www.pcra.org/
38.	Royal Society of UK	http://royalsociety.org/
39.	Shastri Indo-Canadian Institute	http://www.sici.org/home/
40.	Solutions for Environmental Contrasts in Coastal Areas (SECOA)	http://www.projectsecoa.eu/
41.	Tamilnadu State Council for Science &Technology	http://www.tanscst.nic.in/
42.	Tata Institute of Fundamental Research	http://www.tifr.res.in
43.	The Centre for Industrial Consultancy and Sponsored Research, Indian Institute of Technology Madras, Chennai (IITM/ICSR)	http://www.iitm.ac.in/icsr
44.	The Combat Vehicles Res. & Dev. Estt. Avadi, Chennai(CVRDE)	http://drdo.gov.in/drdo/labs/CVRDE/English/index.jsp? pg=contact.jsp
45.	The Development of Rural Development and Panchayat Raj, Chennai (DRD&PR)	http://www.tnrd.gov.in/
46.	The European Union Collaboration, Switzerland	http://www.eda.admin.ch/eda/en/home/topics/eu/eu/misbr.html
47.	The Aeronautical Development Establishment, Bangalore(ADE)	http://www.drdo.gov.in/drdo/labs/ADE/English/index.jsp? pg=homebody.jsp
48.	The Defence Research & Development Establishment, Gwalior.(DRDE)	http://drdo.gov.in/drdo/labs/DRDE/English/index.jsp? pg=homebody.jsp
49.	The Department of Space, Bangalore (DOS)	http://dos.gov.in/
50.	The Gesellschaft Fuer Techische Zusammenarbeit, GOI, New Delhi.(GTY)	http://www.dwih.in/giz
51.	The Indian Institute of Technology, Chennai,NTRO (IIT)	https://www.iitm.ac.in/
52.	The Inter-University Accelerator, GOI, New Delhi.(IUAC)	http://www.iuac.res.in/
53.	The Ministry of Environment and Forests, New Delhi(MoEF)	http://envfor.nic.in/
54.	The Ministry of Human Resource Development, New Delhi(MHRD)	http://mhrd.gov.in/
55.	The National Aerospace Laboratory, Bangalore.(NAL)	http://www.nal.res.in/
56.	The National Institute of Ocean Technology (NIOT), Velachery, Chennai	http://www.niot.res.in/index.php
57.	The National Medicinal Plants Board, GOI, New Delhi.(NMPB)	http://www.nmpb.nic.in/
58.	The Oil and Natural Gas Corporation Ltd., Chennai(ONGC)	http://www.ongcindia.com/wps/wcm/connect/ongcindia/home/
59.	The Tamilnadu Forest Development, Chennai(TNFD)	http://www.forests.tn.nic.in/notice.html
60.	The Tamilnadu Pollution Control Board, Govt. of Tamilnadu.(TNPCB)	http://www.tnpcb.gov.in/

ANNEXURE A

CTDT ACTIVITIES



Form No. C-001

Form for Accepting Consultancy

CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY: CHENNAI - 600 025.

Names of the consultant(s) *#	Designation	Department/Centre	Contact details (Phone & E-mail id)

*If more than one faculty is involved, principal consultant is to be identified

#If more than one department is involved, the percentage share of overheads for each department/centre may be indicated.

TITLE OF THE CONSULTANCY WORK	
Name and address of the client (please attach the 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	
The machines/instruments required	
Duration of the work	Starting date Closing date
Estimation of the expenses	Man power -Rs. Travel expenses -Rs. Procurement of materials -Rs. Procurement of Equipment - Rs. External consultant -Rs. Sub-contracting of part of the work -Rs. Total expenses -Rs.
Estimated Honorarium for the consultant(s)****	Rs.
Overheads of the consultancy fees	30% of the total consultancy

*** 1. Procurement of equipment should normally be avoided. If the work needs procurement of the equipment university procedure should be followed and taken into the stock register. It should not be handed over to the client.

2. All bills relating to expenses listed above should be certified by the principal consultant.

**** If there is no expenditure in the consultancy work, the 70% of the total consultancy will be the remuneration for the consultant.

Date: **Signature of the consultant(s)**

Recommendation of the HOD/Director

Dr/Thiru/Tmt_____ is recommended/Not recommended to take up the above mentioned consultancy
because_____
_____
_____

Date **(Signature of HOD/Director)**

Permitted / Not permitted to take up the consultancy work

Date **Director, CTDT**

For Office use in CTDT

Consultancy No. : Type: (consult or testing)/dept/SI.No/Year/faculty

Date of entry in the consultancy register

Forwarded to the consultant and HOD/Director

Date Signature of the Superintendent

Date of completion of the assignment Date

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

Date Signature of the consultant(s)

Form No. C-002

CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY: CHENNAI - 600 025.

PAY-IN SLIP for consultancy assignments

ConsultancyNo:_____ Date:_____

Total Consultancy Fee*:Rs._____

Remittance: First ( ) Second ( ) Third Final( ) installment

AMOUNT REMITTED Rs._____ Invoice No if any,_____

Name of Client:

_____

_____

Draft / Cheque No._____ Date:_____ Drawn on:_____

Name of the Consultant: Signature of the Consultant

*Service Tax, as applicable, will be deducted from the total receipts of the Consultancy Projects.

Form No. C-003

Form for payment of Remuneration / Honorarium to Staff

Department/Centre

Consultancy/Testing assignment No: Dated:

Sl. No	Department/ centre	Name & designation	Employee Id.No	Amount of Honorarium/ Remuneration Rs.	Income Tax Rs.	Net amount Rs.	Bank a/c number

Date: **Signature of the Principal consultant**

Date: **Recommendation of the HOD/Director**

Form No. C-004

CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY: CHENNAI - 600 025.

REQUEST FOR SANCTION OF TA/DA/REGISTRATION FEE FROM Project/Consultancy/CTDT FUNDS

VISITING MEMBER ☐ **CONSULTANT** ☐ **OTHER THAN CONSULTANT**

PURPOSE OF VISIT (Letter of Invitation/announcement details to be attached)

☐ **SEMINAR** ☐ **SYMPOSIUM** ☐ **MEETING / DISCUSSION**

☐ **CONFERENCE** ☐ **REGISTRATION FEE**

Name & Designation:

Department
Basic Pay Rs. / Consolidated Pay Rs.

Name of the coordination	Project Number	Title of the Project

Date & Time of		No. of Working Days	Place(s) of visit	Details of the Meeting / Programme
Leaving	Return			

The faculty member has to certify about alternate arrangement made for academic commitments during the absence from university.
Alternate arrangement made ( ) Not made ( )

Signature of Coordinator / Staff

The visit of Mr/Dr/Prof._____ Is required and is in connection with the consultancy / project referred above and certified that provision exists and sufficient funds are available in the project for this travel under the head_____. consultant	**Forwarded** **Head of the Department/Director**

Amount of Regn. Fee	Cheque/DD to be drawn in favour of	Mode of Travel*	Class of Travel
		AIR/TRAIN/BUS	

*Justification to be given for Mode/Class of Travel higher that he eligible limit.
Advance required [YES/NO] to be settled within 30 days of completion of the visit.

SANCTION/RECOMMENDATION OF THE
DIRECTOR/REGISTRAR/VICECHANCELLOR **(as the case may be)**

DIRECTOR, CTDT **Registrar** **Vice-Chancellor**

FOR USE IN CTDT OFFICE

Commitment for the above journey

Rs. **Comm. No.**
Assistant

TA/DA advance drawn Rs. **and handed over on .....(date) to Dr./Thiru.....**

Assistance/Superintendent
Final settlement / adjustment **Rs.** **made on .....(date)**

DIRECTOR

Form No. P-001

CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY: CHENNAI - 600 025.

INFRASTRUCTURAL FACILITIES REQUIRED FOR SPONSORED RESEARCH PROJECTS (For Internal use only, to accompany all project proposals)

I Project details

a) Title of the project :
b) Department(s)/Center(s)/Institute :
c) Principal Investigator(s) :
d) Co-investigator(s) :
e) Name & address of the sponsoring Agency :
f) Value of the project proposed :
g) Provision for University Overheads :
h) Duration of the project proposed :

II Facilities required for carrying out the project

a) Does the project need Additional space : Yes / No
If yes, specify area and estimated cost :
i) For equipment/stores :
ii) For project staff :

b) Is any additional furniture required : Yes / No
If yes, please specify the cost :

c) Is the existing water/power supply system in the Lab, is sufficient : Yes / No
If not specify additional requirements and cost of their modification / erection.

d) Has the Investigator ascertained the ready availability of the existing facilities for the project from the Department/Centre/Institute : Yes / No

If yes Please Specify the source of funding: University/Project

e) Are the facilities of other Department/ Centers/Central Workshops required. If so, type, quantum and duration may be mentioned : Yes / No

If yes had the provision been made in the Project for meeting the cost of the above : Yes / No

III Major Infrastructure facilities

Infrastructure facilities such as building/ Air conditioning specifically to be provided by the university. Please specify the estimated cost :

IV Recurring expenses after the completion of the project

Please specify the sources of funding to meet recurring cost for maintaining/running the equipment : University / other sources

V Alternate investigator

If there is only one investigator, is he/she agreeable to nominate another faculty member to look after the project in case he/she goes on long leave to continue the project. : Yes / No

Investigator(s)
Date

Head of the Department(s) / Center(s) / Institute
Date

FOR CTDT OFFICE USE

Project Proposal No.: Dept./SI. No. of Proposal/year of forwarding/investigator name

Project proposal forwarded on _____(date)

Superintendent

Form No. P-002

CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY: CHENNAI - 600 025.

REQUEST FOR SANCTION OF TA/DA/REGISTRATION FEE FROM PROJECT FUNDS

VISITING MEMBER ☐ **INVESTIGATOR(S)** ☐ **OTHER THAN INVESTIGATOR**

PURPOSE OF VISIT (Letter of Invitation/announcement details to be attached)

☐ **SEMINAR** ☐ **SYMPOSIUM** ☐ **MEETING / DISCUSSION**

☐ **CONFERENCE** ☐ **REGISTRATION FEE**

Name & Designation:

Department
Basic Pay Rs. **/ Consolidated Pay Rs.**

Name of the coordination	Project Number	Title of the Project

Date & Time of		No. of Working Days	Place(s) of visit	Details of the Meeting / Programme
Leaving	Return			

The faculty member has to certify about alternate arrangement made for academic commitments during the absence from university.
Alternate arrangement made ( ) Not made ( )

Signature of Coordinator / Staff

The visit of Mr/Dr/Prof._____ Is required and is in connection with the consultancy / project referred above and certified that provision exists and sufficient funds are available in the project for this travel under the head_____. **consultant**	**Forwarded** **Head of the Department/Director**

Amount of Regn. Fee	Cheque/DD to be drawn in favour of	Mode of Travel*	Class of Travel
		AIR/TRAIN/BUS	

*Justification to be given for Mode/Class of Travel higher that he eligible limit.
Advance required [YES/NO] to be settled within 30 days of completion of the visit.

SANCTION/RECOMMENDATION OF THE
DIRECTOR/REGISTRAR/VICECHANCELLOR **(as the case may be)**

DIRECTOR, CTDT **Registrar** **Vice-Chancellor**

FOR USE IN CTDT OFFICE

Commitment for the above journey

Rs. **Comm. No.**
Assistant

TA/DA advance drawn Rs. **and handed over on .....(date) to Dr./Thiru.....**

Assistance/Superintendent
Final settlement / adjustment **Rs.** **made on .....(date)**

DIRECTOR

Form No. PDF-001

CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER
ANNA UNIVERSITY: CHENNAI - 600 025.

Form for reimbursement form
Professional Development Fund

Name of the Faculty :

Employee Code No. :

Dept/Centre/Institute :

Please debit my PDF A/c noted above and pay/reimburse me towards the following (item ticked).
I enclose here with _____ Nos. of original voucher duly certified / countersigned.

- ☐ Telephone Expenses
- ☐ National Travel Expense
  (T.A. Claim with the approval of Director, CTDT/Registrar) please attach copy of the ticket and boarding pass for air travel
- ☐ Engagement of Taxi
- ☐ International Travel Expense
  (T.A. Claim with the approval of Director, CTDT/Registrar) please attach copy of the ticket and boarding pass for air travel
- ☐ Health / Accident Insurance
- ☐ Membership in professional Bodies
- ☐ Health Insurance during visit abroad
- ☐ Local Hospitality/Refreshment expenses
- ☐ Purchase of Books/Journals
- ☐ Purchase of materials/Equipment

I certify that

1. Consumable items / Eqpt. Have been taken in to Stock Register
2. Personal funds were used for the above.
3. No claim has been / will be made from any other source.
4. Approval of the University obtained through CTDT for international travel.
5. The bills are in my name.
6. The expenditure incurred above is for the advancement of the project activity only.

Signature with Date

FOR FURTHER DETAILS CONTACT:

DIRECTOR

Centre for Technology Development and Transfer

Anna University,
Chennai - 600 025,
India

☎ : 044 - 22357929
Fax : 044 - 22301311
Email: directorctdt@annauniv.edu
Website: ctdt.annauniv.edu

The Book Maker
Royapettah, Chennai - 14