



Lr. No: 2021IN1001/CTDT

Dated: 10.03.2021

CIRCULAR

Sir / Madam,

Sub: CTDT – Procedure to be followed for Consultancy Work – Intimation – Reg.

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It has been noticed that the Consultants (regular teaching staff) of the University are providing the account number and bank details of Centre for Technology Development and Transfer to the companies engaging Consultancy works and crores of rupees are being remitted to the account of CTDT. Such remittances are happening neither with the knowledge of CTDT nor with the knowledge of Consultants. At the end of every financial year these unknown credits attract audit objections for the past several years. Therefore, it is requested to follow the procedure given below to avoid such unknown credits to the account of CTDT.

- The Company / Organisations / Governments / Individuals can contact the Consultants or vice-versa to get the services / solutions.
- The Consultant can propose the budget requirement for the Consultancy work.
- Approval letter from the Company / Organisations / Governments shall be obtained indicating the nature of work and quantum of money.
- Request shall be sent to CTDT, along with the approval letter from the funding agencies along with hard copy of online submission of Consultancy form.
- The CTDT will raise a Proforma Invoice to the Company / Organization / Individuals to receive the funds, such Consulting Agencies / Individuals should possess GST Number.
- CTDT and Consultants should follow with bank and funding agency respectively to know the details of remittance.
- Once the fund is received the Consultant can send an online request to CTDT for necessary sanction proceedings to execute the same.

- CTDT will issue necessary sanction proceedings / approval.
- CTDT will file a GST and raise the tax invoice with GST Number to submit to the funding agency and consultants for their records.
- The Consultant can raise the claims as and when required or after the completion of the work depending on the nature of Consultancy work in the case of departments. The funds will be transferred to the Autonomous Centres as per CTDT norms.
- Once the Consultancy work is completed, a letter from the Funding agency / Company or a self-declaration of the consultant endorsed by the HOD/Director of the department / Centres, stating that the work has been completed and may be submitted to CTDT along with Completion report to release the final payment.

The above procedure will not only have accountability on the stakeholders it will also avoid unknown credits into CTDT account to avoid audit objections. This procedure will come into effect from 01 April 2021.

All the faculty members engaged in the Consultancy works are requested to follow the above procedure scrupulously without fail. The HODs/Directors/Deans of Regional Campus/Deans of Constituent Colleges are requested to circulate among all regular staff members.


REGISTRAR

To,

- (i) The Director of all Centres,
- (ii) The Head of all Departments (CEG/MIT/ACT/SAP)
- (iii) Deans (CEG/MIT/ACT/SAP)
- (iv) Deans of Regional Campuses/Constituent colleges.
- (v) PA to Registrar
- (vi) PS to Vice Chancellor
- (vii) Stock File