

FORMAT FOR APPROVAL OF CONSULTANCY PROJECT

Type of Consultancy: Retainer / Institutional / Routine

1. Project title & number :
2. Client / Customer
 - a) Name and address :
 - b) Category * :
(Govt. Deptt., Voluntary /
Co-operative Agency Public /
Private Sector)
3. Objective, scope and duration of the project :
4. Programme of work with phasing and milestone :
5. Benefits to client on utilization of project output. :
6. Financial aspects :
 - I. Estimated expenses
 - (i) Manpower charges : Rs.
 - (ii) Cost of stores bought from outside : Rs.
 - (iii) Value of stores consumed from Department. : Rs.
 - (iv) Equipment utilization cost : Rs.
 - (v) Charges for using center facilities : Rs.
 - (vi) Charges for using outside facilities : Rs.
 - (vii) Expenditure on salaries / wages for : Rs.

Employing / engaging of external staff for the work.

(Details of staff to be specified)

(viii) Expenditure on subcontracting if any : Rs.
is involved.

(ix) Other expenses (Particulars to be : Rs.
Specified).

Total : Rs. -----

II. Intellectual Fee : Rs. -----
Total charges (T) = (I + II) : Rs. -----

III. Payment to be received as follows :
(Indicate for the installments the amount, mode, time and bank guarantees).

7. Honorarium payable

I. "Group of staff" for the consultancy :
project

i) Team of consultants

<u>Name & Designation</u>	<u>Share</u>
i)	
ii)	
iii)	
iv)	
v)	
ii) Other supporting staff	

<u>Name & Designation</u>	<u>Share</u>
i)	
ii)	
iii)	
8. Remarks	

Director of the Institute

DECISION OF COMPETENT AUTHORITY

MEMBER SECRETARY
CENTRAL SILK BOARD
(Signature)

- C.C. 1. Project Leader
2. Team of consultants / S&T staff / Supporting staff.
3. Director (HQ.)
4. Establishment - I
5. Establishment - II
6. Deputy Secretary (Finance)
7. Stores Section
8. Technical Section.