

**COMMON CODE CONSULTANCY REGISTRATION FORM**

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1. Title of the project:

2. Proposed duration:     *3 years*

Date of Commencement:

Date of Completion:

3. Proposed Value:         *Rs. 5Lakhs*

Brief Description of the Project:

4. Project Co-ordinator Name:

5. Department:

Signature of Project Co-ordinator

Signature of the HoD

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**FOR IC & SR OFFICE USE**

Project No. \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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### **Guidelines:**

- ❖ Individual Sub-Project value less than Rs.1.00 Lakhs exclusive of Service Tax.
- ❖ Maximum aggregate value of the project will be less than Rs.5.00 Lakhs exclusive of Service Tax.
- ❖ Duration of the Project is Three years.
- ❖ The Consultancy Agreement for each sub project will be sent to IC & SR at the end of every month by the Co-ordinator (Annexure – II).
- ❖ All receipts for the project can be send to IC & SR using the Consultancy pay-in-slip.
- ❖ Service Tax applicable for all the sub-projects.
- ❖ Norms for distribution will be as IC Projects.