

# S. B. JAIN INSTITUTE OF TECHNOLOGY, MANAGEMENT & RESEARCH, NAGPUR

(An Autonomous Institute, Affiliated to R.T.M. Nagpur University)  
(NBA Accredited - Electrical Engg., Electronics and Telecommunication Engg. & Mechanical Engg.)

**Emergence as a Leading Institute for Developing Competent and Creative Professionals**



## Incentive form for Consultancy Projects [9]

Instructions: 1) All entries should be computerized 2. Strikeout which is not applicable 3) Follow guidelines.

Academic Year
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### 1. Application Details:

Department:	ME	EE	ET	CS	EMT	FY	MBA	
Applicant's Name Bold (Surname First)						Mobile No:		
Designation	Student-Semester:		Email Id:					
No. of times Incentive is claimed under this category during current academic year?						00	01	02

### 2. Consultancy Project Details:

Name of Organization:		Government:	Non- Government:	
Title of Consultancy Project:				
Type of Consultancy project: Type-I, Type-II		Amount Received Rs.	By Cheque / DD / Online	
Expenses incurred Rs.		Permissible Net Amount for Distribution Rs.		
Documents Attached:	1. Invitation Letter	2. Principal's Approval	3. Completion Certificate	4. Proof of payment
	5. Statement of expenses incurred		6. Statement of Distribution of Amount as per Policy	

### 3. Declaration:

1. Credits earned by me shall be assigned to the Institute.
2. If excess payment made to me is noticed, I will pay back.
3. The information furnished by me is correct.

Signature of Applicant:

### 4. For office use:

Authority	Comment	Dated Signature
Departmental Activity In-charge	All details are filled in. Documents attached.	
Head of the Department	Claim may be please be approved	
Institute Level Activity In-charge	Verified details. Amount may be sanctioned.	
Principal	Approved	
CED	Recommended for payment of Rs	

### 5. For Accountant:

Bank:                      Cheque No:                      Date:                      Amount:

Seal

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