



INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

DISBURSMENT SHEET	Form CT-05
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Project Number: CT/

A. Details of Receipt/Payment:		
1	Total Charges	
2	GST @ 18% of the Total Charge	
3	Total Amount received vide receipt No _____ Dated _____ (Please attach copies of receipts)	
4	Deduct: Actual expenditure/payments already made (Please give details)	
5	Balance available for disbursement	

B. Credits & Disbursement:		
6	GST @ 18% of the Total Charge	
7	INSTITUTE CHARGES @40% (in case of total charge(A1) involving IPE facilities) @30% (in case of total charge(A1) not involving IPE facilities)	
	i Institute @ 70% of Institute Charges	
	ii Dept Growth Fund @ 15% of Institute Charges.	
	iii Benevolent fund @ 10% of Institute Charges	
	iv Outreach Activity @ 5% of Institute Charges.	
8	Field visits & vehicle charges	
9	Lodging and Boarding Charges	
10	Equipment charges (to be credited to DGF)	
11	Other payments to be made (Please given details) supplier's bill should be sent separately to the accounts section for payment along with approval/sanction of the same	
12	Contingency/Consumables etc.(not exceeding 20% of A1)	
13	Total credit (Add SL. No.7 to 12)	

14	Balance Available for disbursement (SL No. 5 - SL. No.13)	
15	Amount to be released as per list attached (Annexure I & Annexure II)	
16	Net Savings	

Distribution of Savings:			
17	A	50% Institute Development fund	
	B	50% to the Dept.'s Growth Fund of CI & CO-CI(s) with equal share basis	

Enclosures: Photocopies of money receipts. Disbursement sheet, Statement of expenditure, Distribution list of Honoraria to faculty & supporting staff of IPE

Signature of HOD

Signature of consultant In-charge



INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

DISBURSMENT SHEET	Form CT-05 Annexure - I
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Project Number: CT/

A. DETAILS OF DISBURSEMENT TO CONSULTANTS:

A.1. HONORARIUM FOR CONSULTANTS:

S.No.	Name	Employee ID (IPE)/ Organisation (Other consultants)	Designation & Department	Gross Amount (Rs.)	Signature

This is to certify that the final report has been sent to the client on _____ One copy has been retained in the Department of _____ and one copy has been sent to Dean (R & D) office.

Signature of Consultant In-charge

Name:

Date:



INDIAN INSTITUTE OF PETROLEUM AND ENERGY, VISAKHAPATNAM

DISBURSMENT SHEET	Form CT-05 Annexure - II
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Project Number: CT/

B. DETAILS OF DISBURSEMENT OF HONORARIA TO SUPPORTING STAFF OF IPE

S.No.	Name	Employee ID	Amount (Rs.)	For Accounts section use only		
				Honorarium limit as per institute norms	Does the Honorarium exceed institute norms (If yes, approval of director is mandatory)	Total honoraria processed for payment so far in current F.Y

This is to certify that the above-mentioned Consultancy project has been completed and the report /course volume has been submitted to the client on _____

Signature of Consultant In-charge

Name:

Date:

FOR OFFICE USE ONLY

May be processed for payment

Dean (R&D)