

**FORM A**  
**International Management Institute, New Delhi**

**Consultancy Project (CP) Approval Form**

|     |  |  |
|-----|--|--|
| 1.  | Name of the Faculty  |  |
| 2.  | Title of the Project                                       |  |
| 3.  | Name of the Client Organization                            |  |
| 4.  | Address of the Organisation with contact details           |  |
| 5.  | Project Leader   |  |
| 6.  | Member (s)   |  |
| 7.  | Duration of the Project                                    |  |
| 8.  | Expected Dates of Start & Completion of the Project        |  |
| 9.  | Location of the Consultancy                                |  |
| 10. | If the Project involves field work, location to be visited |  |
| 11. | Nature / Form of Project Output                            |  |

(Signature of the Faculty)

**For office use only**

*Approved/ Not Approved*

Director General

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

Title of the Project:

Name of the Client Organization:

## Budget

### (A) Receipt Detail:

|   |                                      |  |
|---|--------------------------------------|--|
| 1 | Professional fee charged from client |  |
| 2 | GST @ 18%                            |  |
| 3 | Total Billing                        |  |

### (B) Estimated Expenses:

|    |  |  |
|----|--|--|
| 1. | Salary of project supporting staff (Field investigator/Project Assistant/<br>Project Associate/ Date Entry Operator) |  |
| 2. | Travel, Boarding & Lodging: Self<br><br>Staff  |  |
| 3. | Stationery/Xeroxing/Printing   |  |
| 4. | Postage/Phone/Fax  |  |
| 5. | Other Items (please specify)   |  |
| 6. | Total expenditure (Total of 1 to 5)  |  |
| 7. | Surplus: Amount available for sharing between project faculty  |  |
|    | IMI share @ 40%<br>Faculty Share @ 60%   |  |

**Note:** 1. All payment to be made in the name of the Institute directly.

2. Please attach copies of correspondence/MOU/Agreement with Client Organization.

3. All expenses to be supported by proper documents/bills/invoices.

R.K. Singh  
CFO

Project Leader

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Approved/ Not Approved

Director General

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