

## PUNJAB AGRICULTURAL UNIVERSITY, LUDHIANA

## CONSULTANCY SERVICE RULES AND PROCEDURE

## EXISTING RULES

## PROPOSED RULES

<p><b>1. Title :</b> These rules and procedures may be called the "<b>Consultancy Rules and Procedure</b>" These rules and procedures shall be deemed to have superseded all earlier rules and procedures on the subject.</p>	<p>NO CHANGE</p>
<p><b>Objectives of consultancy project :</b> The objectives of undertaking consultancy project by the faculty/staff members are to promote interaction between the University and industrial/commercial government agencies for design, development, and transfer of technology with a view to make available the specialized facilities and expertise of the University and its faculty/staff members for the industrial development of the nation and to provide an opportunity to the faculty/staff members to enrich their knowledge and experience in solving professional problems.</p>	<p><b>Objectives of consultancy project :</b> The objectives of undertaking consultancy project by the faculty/staff members are :</p> <ol style="list-style-type: none"> <li>1. To promote interaction between the University and industrial/commercial government agencies</li> <li>2. To generate resources for the university.</li> <li>3. To transfer technology.</li> <li>4. To make available the specialized facilities and expertise of the University and its faculty/staff members for the industrial development of the nation and</li> <li>5. To provide an opportunity to the faculty/staff members to enrich their knowledge and experience in solving professional problems.</li> </ol>
<p><b>3. Terminology :</b> In these rules and procedures, the terms defined are used in the sense as explained here :</p> <p>(a) Consultancy project is the professional service rendered by a consultant for clients on a fee basis.</p> <p>(b) A consultant is a faculty/staff member of a department who performs specified proformas specified, professional services for clients on a fee basis</p>	



<p>(c) A client is any individual or organization needing professional service from the University. The organizations include various government agencies and autonomous undertaking and industrial commercial and developmental organizations.</p> <p>(d) Consultancy fee is the sum of money paid to the University by the client for professional services rendered. It is usually determined in advance by agreement between the client and the University.</p> <p>(e) A consultancy contract states the terms and conditions governing the consultancy project. It outlines the professional services to be performed, the fees to be paid and the conditions under which the work will be carried out. It may be formal contract prepared in legal form or a simple letter contract</p> <p>(f) A retainership is an arrangement in which the University is ready to serve the client upon call for a fixed payment either on a monthly or an annual basis.</p> <p>(g) University means the Punjab Agricultural University, Ludhiana. Department means a department of the constituent college, centre like Biotechnology Centre, School like School of Energy Studies, KVKs, FASS Section/Unit directly attached with the Deans/Directors or the Vice-Chancellor.</p>	<p>NO CHANGE</p>
<p><b>4. Scope of consultancy project :</b> The consultancy project that may be undertaken by the University may be in the following areas :</p> <p>(i) Investigational and developmental testing using standard test procedure</p> <p>(ii) Non-standard developmental testing with special procedures to simulate service conditions, testing, etc.</p> <p>(iii) On site investigations and tests involving structural integrity testing, design-vetting, trouble-shooting of material, product or equipment failures, and environmental hygiene investigations;</p> <p>(iv) Testing of equipment, apparatus, or complete plants;</p> <p>(v) Design of machines, devices, or projects</p> <p>(vi) Development of new improved materials, products, or processes;</p> <p>(vii) Analysis of records of performance of operating or newly completed projects; and</p> <p>(viii) Other service including technical and feasibility surveys, preparing an industrial</p>	<p><b>4. Scope of consultancy project :</b></p> <p><b>(a) Areas of consultancy</b></p> <p>The consultancy project that may be undertaken by the University may be in the following areas :</p> <p>(i) Investigational and developmental testing using standard test procedure</p> <p>(ii) Non-standard developmental testing with special procedures to simulate service conditions, testing, etc.</p> <p>(iii) On site investigations and tests involving structural integrity testing, design-vetting, trouble-shooting of material, product or equipment failures, and environmental hygiene investigations;</p> <p>(iv) Testing of equipment, apparatus, or complete</p>



development project, technology transfer, health and safety at work, training, state of art etc.

The following categories of work will not be treated as consultancy project; and the full payment received for such work may be retained by the person(s) doing the work (no share need be paid to the University):

- (i) Special lectures delivered in and outside the University
- (ii) Royalty from publication of books;
- (iii) Attendance of Selection Committees/Expert Committees/Board of Studies or Examinations meeting, etc.; and
- (iv) Consultancy project undertaken during periods of E.O.L. without pay, with prior permission of the concerned authority
- (v) Honorarium from contribution of articles in magazines and newspapers

plants;

- (v) Design of machines, devices, or projects
- (vi) Development of new improved materials, products, or processes;
- (vii) Analysis of records of performance of operating or newly completed projects;
- (viii) Studies related to assessment, benchmarking, certification and
- (ix) Other service including technical and feasibility surveys, preparing an industrial development project, technology transfer, health and safety at work. etc.

Rules for various trainings will be covered separately and operated through a separate cell.

(b) Following categories of work will be treated as consultancy assignment.

- (i) Special lectures delivered in and outside the University.
- (ii) Royalty from publication of books;
- (iii) Consultancy project undertaken during periods of E.O.L. without pay, with prior permission of the concerned authority
- (iv) Honorarium from contribution of articles in magazines and newspapers
- (v) Board of Directors meetings etc.; and
- (c) Exclusion of areas of consultancy

The following categories of work will not be treated as consultancy project; and the full payment received for such work may be retained by the person(s) doing the work (no share need be paid to the University):

- (i) Deleted



	<p>(ii) Deleted</p> <p>(iii) Attendance of Assessment committees/ Selection Committees/ Expert Committees/ Board of Studies or Examinations meeting,</p> <p>(iv) Deleted</p>
<p><b>5. Acceptance of Consultancy Project :</b> The activities of the consultancy services will be coordinated by the consultancy centre, which may be headed by a Director. One of the Professors/Deans/Directors may be nominated by the Vice-Chancellor to hold the additional charge of the Director of the consultancy centre. At the initial stage, the centre will function as a part and parcel of the office of the person who will be given the additional charge of the Director of the centre, and thus, will not involve any expenditure. However, in due course of time, as and when the consultancy activities are expanded and the funds are available (10 per cent of the consultancy fee be earmarked to meet the expenditure of the consultancy centre), independent staff for this centre comprising of a Stenographer, Accountant, M. Boy and part time Director may be provided.</p>	<p><b>5. Acceptance of Consultancy Project :</b> The activities of the consultancy services will be coordinated by the consultancy centre, which may be headed by a Director. Professors/Deans/ Directors may be nominated by the Vice-Chancellor to hold the additional charge of the Director of the consultancy centre. At the initial stage, the centre will function as a part and parcel of the office of the person who will be given the additional charge of the Director of the centre, and thus, will not involve any expenditure. However, in due course of time, as and when the consultancy activities are expanded and the adequate funds become available (15 per cent of the consultancy fee (after exclusion of government taxes and expenses) independent staff for this centre comprising of a Stenographer, Accountant, M. Boy and part time Director may be provided.</p>
<p><b>5.1 : General</b></p> <p>(i) Normally, consultancy project may be undertaken by the consultant(s) in the respective field or his/her specializations after the consultancy centre enter into an agreement with the client, without detriment to the teaching, research and other work requirements of the consultant(s)</p> <p>(ii) Attempts may be made to associate research scholars, postgraduate and undergraduate students (of final and pre-final year classes) in consultancy project to the extent as would not hamper their basic work.</p> <p>(iii) The remuneration fee to be received by the consultant(s) and technical staff in a</p>	<p><b>5.1 General</b></p> <p>(i) NO CHANGE</p> <p>(ii) NO CHANGE</p> <p>(iii) The remuneration fee to be received by the consultant(s) and technical staff in a financial year shall be as per rule 12(ii) subject to the maximum of the annual gross salary of the consultant/technical staff.</p>



financial year shall be 45% and 5% respectively of the total consultancy. In no case the total amount shall exceed Rs.100,000/- per year on consideration of all the consultancy projects handled by the consultant during the year. In case of technical staff, in no case the total amount shall exceed Rs. 25,000/- per year. The balance amount will go to the University share. If the total amount of remuneration fee exceeds these prescribed limits, approval of the board will be required.

(iv) A consultant shall render faithfully professional services to the client

(v) Consultant shall not ordinarily be permitted to be away from the University for undertaking consultancy project for more than 30 days in a year and he will be treated on duty for this period.

(vi) The consultant shall not accept any trade commissions, disc units, allowances or other indirect profits in connection with any work he performs.

(vii) The terms and conditions applicable to clients for availing consultancy services are as given in **APPENDIX I**

(viii) All the costs related to travelling of the consultant(s) to the site shall be borne by the client

#### **5.2 : Procedure**

(a) A consultancy project may originate when a prospective client contracts :

(i) Director, Consultancy Service

(ii) The Vice-Chancellor, Deans/Directors/Officers of the University/Head of a department

(iii) A faculty/staff member

(b) When the prospective client approaches (ii) and (iii) above they will refer the proposal to the Director who will identify the department(s) that are considered capable of undertaking the work.

(c) When the proposal is referred by the Director Consultancy services to the Head of a department, the Head shall place the proposal before the Departmental Administrative Committee, which in consultation with the faculty concerned shall recommend for nomination to the Head, an individual consultant, or a group of consultants with a consultant-in-charge who may undertake the work.

The balance amount will go to the University share. If the total amount of remuneration fee exceeds the prescribed limits for consultant/technical staff, approval of the board will be required.

(iv) NO CHANGE

(v) Consultant shall not ordinarily be permitted to be away from the University (**during working days**) for undertaking consultancy project for more than 30 days in a year and he will be treated on duty for this period.

(vi) NO CHANGE

(vii) NO CHAGNE

(viii) No CHANGE

#### **5.2 : Procedure**

(a) A consultancy project may originate when a prospective client contracts :

(i) Director, Consultancy Service

(ii) The Vice-Chancellor, Deans/Directors/Officers of the University

(iii) A faculty/staff member

(iv) Head of a department

(b)(i) When the prospective client approaches a(i) above and/or there is a need for multi- disciplinary team to deliver the consultancy, the Director, consultancy will facilitate the formation of key team by involving the respective HoDs and the concerned scientists. One scientist will be appointed as Consultant and other(s) may be appointed as Co-Consultant for the project.

(ii) When the prospective client approaches a(ii) above



(d) The Head of the Department shall inform the Director Consultancy services who will obtain formal approval of the Vice-Chancellor. The Director Consultancy Service shall indicate to the client, the acceptance or otherwise of the consultancy project where the work can be accepted, he shall convey to the client the extent of involvement of the University. The routine testing which does not require the service of a consultant will be carried out by the concerned department at rates fixed by the University.

they will refer the proposal to the Head through the Director who will identify the department(s) that are considered capable of undertaking the work.

**(iii) When the client approaches a(iii) above, the concerned scientist will inform HoD and a copy to Director, Consultancy and HoD will act as per 5.2**

(c) When the proposal is referred by the Director Consultancy services to the Head of a department, or in case client approaches HoD, or as per 5.2 b(iii), the Head shall place the proposal before the Departmental Administrative Committee, which in consultation with the faculty concerned shall recommend for nomination to the Head, an individual consultant, or a group of consultants as Consultant and Co-Consultant. In case of multi-disciplinary work, the Director will form requisite team.

(d) Once the proposal is received by the Head of the Department from Administrative committee, the acceptance or otherwise will be sent to the Director Consultancy Service, who shall indicate to the client, the acceptance or otherwise of the consultancy project. Where the work can be accepted, he shall convey to the client the extent of involvement of the University. The routine testing which does not require the service of a consultant will be carried out by the concerned department at rates fixed by the University.



## 6. Estimation of Consultancy Fee

### 6.1 Consultancy Project :

APPENDIX II gives the format for the estimation of consultancy fee. The consultancy fee must be carefully estimated based on correct/appraisal of the estimated expenditure under the different heads, as given below :

#### (a) Remuneration :

##### (i) Professional Consultancy Fee :

The Consultant shall set time charges based on man-hours, man days or man months of time expended for the various members of the staff involved. The time rate may be taken as about two-three times the hourly or daily salary of the faculty/staff member involved. Higher rates may be charged for expert advice and other work involving an extremely high level of knowledge and professional skill.

The professional consultancy fee for consultancy may be calculated on a per day basis as follows :

- 5 to 6 times the gross salary of faculty/staff per day
- Remuneration to technical and supporting staff of the department directly involved in the work
- Remuneration to students, if involved.
- The following charges for landscape consultancy be levied :

	Area(Sq.yds)	Charges in (Rs)	
		Pvt.	Govt.
a) Residences	Upto 500	5000	1000
	500-1000	7000	2000
	1000-2000	10000	5000
	Above 2000	*10000	6000
* Rs. 500/- per 100 Sq.yards extra			
b) Schools/colleges/ factories and	Upto 1 acre	5000	1000

NO CHANGE

#### (a) Remuneration :

##### (i) Professional Consultancy Fee :

The Consultant shall set time charges based on man-hours, man days or man months of time expended for the various members of the staff involved. The time rate may be taken as three times or more the hourly or daily salary of the faculty/staff member involved. Higher rates may be charged for expert advice and other work involving an extremely high level of knowledge and professional skill.

The professional consultancy fee for consultancy may be calculated on a per day basis as follows

- 3 times or more the gross salary of faculty/staff per day.

##### ii) NO CHANGE

##### iii) Remuneration to students, if involved @ Rs. 1000 per visit

- The following charges for landscape consultancy be levied :

	Area(Sq.yds)	Charges in (Rs)	
		Pvt.	Govt./Semi Govt.
a) Residences	Upto 500	10000	5000
	500-1000	20000	10000
	1000-2000	30000	15000
	Above 2000 *	40000	20000



other establishment	1 - 5	10000	1200
	6 - 10	15000	1500
	Above 10 acres	*15000	2000

**\* Rs. 1000/- per acre extra**

© Hotels/clubs/resorts	1-3 acres	20000	2500
	3-5 acres	30000	5000
	Above 5 acres	*30000	6000

**\*Rs. 5000/- per acre extra**

**Terms and conditions for Landscape Advisory Service**

- Landscape consultancy will be provided as an extension service of the University
- Site plan will be submitted by the beneficiary in the department
- Landscape planning will be done by the department and the landscape plan execution or maintenance thereof shall be the responsibility of the beneficiary
- All the payments for landscape consultancy shall be deposited in advance to the department of Floriculture and Landscaping in the Scheme Establishment of Landscape Nursery RF-3
- The traveling allowance will be paid by the beneficiary in case of site visit
- Additional honorarium of Rs. 500/- per visit per person in case of site visit will be paid by the beneficiary

**(v) Consultancy charges for commercial entrepreneurs in floriculture**

- The consultancy charges @ Rs. 1000/- per visit shall be levied for the proposal in floriculture for a private grower(s)
- Rural farmers with land holding of <5 acres shall be leveled for free consultancy in floriculture

**(vi)** Consultancy charges for participation of faculty and staff members of the University in Radio/TV talks as well as in other cultural programmes/events held outside the University

**(a)** No faculty/staff member be allowed to participate in such events until and unless

**\* Rs. 5000/- per 100 Sq.yards extra**

b) Schools/colleges/hosConsultantals and others

Upto 1 acre	20000	10000
1 - 5 Acre	40000	20000
6 - 10 Acre	60000	30000
Above 10 acres	* 100000	50000

**\* Rs. 10000/- per acre extra**

**(c) Hotels/clubs/resorts/farmhouses/ residential colonies, factories/ and other establishments.**

Upto 1 Acre	50000	25000
1-5 Acres	100000	50000
5- 10 Acres	150000	75000

**\*Rs. 25000/- per acre extra**

**Terms and conditions for Landscape Advisory Service**

- Landscape consultancy will be provided as an extension service of the University
- Site plan will be submitted by the beneficiary in the department (Preferably AUTOCAD)
- Landscape planning will be done by the department and the landscape plan execution or maintenance thereof shall be the responsibility of the beneficiary
- deleted
- The traveling allowance will be paid by the beneficiary in case of site visit.
- deleted

**(v) Advisory services for commercial entrepreneurs in floriculture**

- The advisory charges @ Rs. 5000/- per visit(inclusive of service tax) shall be levied for the



he/she is deputed/ sponsored by the University for the purpose with express approval of the competent authority even during his/her leave period. However, in case where time to seek prior approval at the disposal of any faculty/staff member for participation in any event is short, post facto approval may be granted considering the merits of the case. The staff member accepting the assignment directly without the approval of the competent authority shall be liable for disciplinary action.

(b) The request from the concerned agency/ organization is required to be made to the concerned Controlling Officer well in advance clearly indicating the time of participation, nature of job, terms and conditions finalized for hiring the services of the University experts/officials and the payment of remuneration/service charges proposed to be paid alongwith copy of agreement, if any.

© No blanket permission be granted for participation in such events. The request for participation be made by the concerned agency/organization afresh for each individual item/assignment, which may be considered for granting permission only in case the services of the concerned faculty/staff members are not required in the University in connection with some urgent/important assignment during the relevant period.

(d) The faculty/staff members participating in these events be made liable to deposit the amount of remuneration/service charges/royalty/profit etc. as the case may be received/earned from such programmes/ events in the University account as per statutory provisions regarding acceptance of examination work outside the University, as per under noted details :

Amount of remuneration for each participation/event	Teacher/staff's share	University's share
For the first Rs. 2500/-	Whole amount	Nil
From Rs. 2500/- to Rs. 5000/-	Rs. 2500/- plus 50% of the amount	50% of the amount

proposal in floriculture for a private grower(s) and the information will be given to Director, Extension Education.

2. Rural farmers with land holding of <5 acres shall be leveled for free consultancy in floriculture

(vi) Consultancy Charges for participation of faculty and staff members of the University in Radio/TV talks as well as in other cultural programmes/events held outside the University

(a) No faculty/staff member be allowed to participate in such events until and unless he/she is deputed/ sponsored by the University for the purpose with express approval of the competent authority even during his/her leave period. However, in case where time to seek prior approval at the disposal of any faculty/staff member for participation in any event is short, post facto approval may be granted considering the merits of the case. The staff member accepting the assignment directly without the approval of the competent authority shall be liable for disciplinary action.

(b) The request from the concerned agency/ organization is required to be made to the concerned Controlling Officer well in advance clearly indicating the time of participation, nature of job, terms and conditions finalized for hiring the services of the University experts/officials and the payment of remuneration/service charges proposed to be paid alongwith copy of agreement, if any.

(c) No blanket permission be granted for participation in such events. The request for participation be made by the concerned agency/organization afresh for each



	exceeding Rs.2500/- and upto Rs. 5000/-	exceeding Rs.2500/-
From Rs. 5000/- and above	Rs. 2500/- plus 50% of the amount exceeding Rs.2500/- and upto Rs. 5000/-	50% of the amount exceeding Rs.2500/- upto Rs.5000/- plus whole amount exceeding Rs. 5000/-.

(e) These rules will not apply for TV/Radio programmes/ Lectures or any other event, duly approved by the competent authority in accordance with the mandate of the University. However, they have to contribute the University share as specified in the statutes in the event of receiving any remuneration/service charges/royalty/profit etc.

The consultancy charges with respect to landscape, floriculture and participation in Radio/TV talks as well as other cultural programmes/events held outside the university will be paid as per rule 5.1(iii) general.

#### (b) Cost of Equipment and Materials

- i) Cost of equipment/ expendable spares/accessories to be purchased specifically for the consultancy project plus 5% for purchase expenses, where the same are not supplied by the client at the place of work.
- ii) Cost of consumable materials that will be consumed from the department
- iii) Cost of consumable materials that will be brought from outside source(s) specifically for the consultancy project plus 10% where the same are not supplied by the client at the place of work.
- iv) Cost of utilization of costly, specialized equipment in the University.

individual item/assignment, which may be considered for granting permission only in case the services of the concerned faculty/staff members are not required in the University in connection with some urgent/important assignment during the relevant period.

(d) The faculty/staff members participating in any activity except as mentioned under 4 (c) be liable to deposit the amount of remuneration/service charges/royalty/profit etc. as the case may be received/earned from such programmes/events or activities in the University account as per 5.1 (iii).

(e) These rules will not apply for TV/Radio programmes/ Lectures or any other event, duly approved by the competent authority in accordance with the mandate of the University. However, they have to contribute the University share as specified in the statutes in the event of receiving any remuneration/service charges/royalty/profit etc.

#### 6.1 (b) Cost of Equipment and Material

- i) Cost of equipment/ expendable spares/accessories to be purchased specifically for the consultancy project **plus service tax** and 5% for purchase expenses, where the same are not supplied by the client at the place of work.
- ii) Cost of consumable materials that will be consumed from the department
- iii) Cost of consumable materials that will be brought from outside source(s) specifically for the consultancy project **including service tax** plus 10% where the same are not supplied by the client at the place of work.



<p>(c) <b>Computer charges :</b> These may be based on the charges for software development and hardware utilization, either at the University or outside.</p> <p>(d) <b>Other expenses</b></p> <p>i) As per condition number 7 of the terms and conditions applicable to clients for availing consultancy services contained in <b>APPENDIX I</b></p> <p>ii) Cost of Secretarial services and preparation of reports: This may include the charges for Consultants, drafting, blueprinting, duplication and binding of the reports of the results of the consultancy project.</p> <p>iii) Miscellaneous costs: These may be taken as 5% of the total estimated expenditure, to meet unforeseen expenses in the operation of the consultancy assignment.</p> <p>(e) <b>Overhead charges:</b> The overhead charges will be 10% of the gross consultancy fee.</p>	<p>iv) Cost of utilization of costly, specialized equipment in the University.</p> <p><b>NO CHANGE</b></p> <p><b>NO CHANGE</b></p>
	<p><b>6.2 Applying for Tender(s)/ RFP/EoI</b></p> <p>University Scientists/ departments/ directorates are encouraged to file the tenders/RFP (Request for proposals) /EOI (Expression of interest) or other such instruments related to the consultancy projects. The tenders or quotations for the consultancy assignments will be required to be routed through the Director Consultancy Services/to be charged from the 15% fee charged/project. The tender document will be purchased (if applicable) by the Director Consultancy Services and the same will be duly completed by a team headed by "Consultant -in Charge."</p>



### 7. Approval of Consultancy Project:

The Director, Consultancy Services will obtain the approval of the Vice-Chancellor on the recommendations of the following committee before entering into agreement with the Client for taking up the consultancy project :

1. The project shall be considered by the screening committee having the following members

- |  |                 |
|--|-----------------|
| i) Addl. Director of Research(Agri)/<br>Coordinator of Research of the<br>College concerned/Addl. Director<br>of Extension Education | <b>Convener</b> |
| ii) Administrative and Technical<br>Head(s) of the Departments   | Member          |
| iii) Consultant(s)   | Member          |

2. The recommendations of the above committee shall be considered by the following committee :

- |  |   |          |
|--|---|----------|
| i) Director of Research  | - | Convener |
| ii) Director Consultancy Services  |   |          |
| iii) Director of Extension Education   |   |          |
| iv) Comptroller, PAU, Ludhiana   |   |          |
| v) Concerned Dean  |   |          |
| vi) Registrar (For consultancy services other than<br>research and development |   |          |

The Director will inform the client about the acceptance (Form B) of the University for taking up the consultancy. In response to the letter from the Director Consultancy

### 7. Approval of Consultancy Project:

- (i)After the recommendations of the concerned HOD and the administrative committee of the department following Committee will review the proposal within three working days

Director Consultancy Services	<b>Convener</b>
Registrar	
Comptroller	
Concerned Dean/ Director	

In case of multi disciplinary consultancy projects, a core team of such project will be formed ( Comprising of concerned Directors/HoDs and Scientists) under the chairmanship of Director, Consultancy services. The core team will recommend to the Director, Consultancy Services, regarding the acceptance of the project or otherwise. The director consultancy will further take the permission of the vice chancellor for carrying out the consultancy project.

- (ii) The Director, Consultancy Services, will obtain the approval of the Vice-Chancellor as under :

- (iii)The Director will inform the client about the acceptance (approval) of the University for taking up the consultancy. In response to the letter from the Director Consultancy Services, client shall communicate, in writing to him, accepting the stated terms and conditions.

- i) The client may enter into a formal consultancy contract with the University, spelling out specific terms



Services, client shall communicate, in writing to him, accepting the stated terms and conditions.

3. ii) The client may enter into a formal consultancy contract with the University, spelling out specific terms and conditions mutually agreed to earlier. Such an agreement shall be signed on behalf of the University by the Director Consultancy Services

(iii) The client may, therefore, be in direct communication with the consultant-in-charge/consultant till the completion of the consultancy project.

(iv) The client shall be required to make an advance payment of 50% of the consultancy fee to the University before the consultancy project is initiated and 50% before the submission of the draft report.

and conditions mutually agreed to earlier. Such an agreement shall be signed on behalf of the University by the Director Consultancy Services

(ii) The client may, therefore, be in direct communication with the consultant-in-charge/consultant till the completion of the consultancy project.

(iii) The client shall be required to make an advance payment of 50% of the consultancy fee to the University before the consultancy project is initiated and 50% before the submission of the draft report.

(iv) In case of Tenders/ RFP/EOI, the decision regarding the payment schedule will be considered on case to case basis.

(v) The Consultant will produce completion certificate duly signed by the client to the director consultancy. The share of the remuneration to the consultant will be made only after the completion certificate is issued by the client. In case the consultant is not able to procure the completion certificate even after 6 months of the intended date of completion of the project, Director Consultancy in consultation with concerned HoDs will have the right to appoint new consultants for completing the project. The remuneration in such cases will go to the newly appointed consultants. However, in case of institutional bidding, the certificate of completion will not be required.

#### **8. Conduct Consultancy Project**

i) The consultancy project shall normally become operative with effect from the

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i) The consultancy project shall normally become



<p>date on which the advance payment of 50% of the consultancy fee is remitted by the client to the University.</p> <p>ii) The conduct of the consultancy project shall be the sole responsibility of the consultant-in-charge/consultant. He shall initiate, organise, develop, coordinate and complete the consultancy project.</p> <p>iii) The consultant-incharge/consultant shall periodically provide reports on the progress of the work to the client, as may be desired by the client, or as provided in the agreement, with coConsultantes to the Director Consultancy Service. In case the information in the report(s) is considered classified by the client/consultant, a note to this effect shall be filed with the Head of the Department and the Director, Consultancy Service. The reports shall be made available as soon as they are declassified, or written permission from the client is obtained.</p>	<p>operative with effect from the date on which the advance payment of 50% of the consultancy fee is remitted by the client to the University.( <b>Except in the case institutional bidding is involved</b>)</p> <p><b>ii) NO CHANGE</b></p> <p><b>iii) The consultant-incharge/consultant shall provide the timeline for milestones to be achieved and periodically ( monthly) provide reports on the progress of the work to the client, as may be desired by the client, or as provided in the agreement, with coConsultantes to the Director Consultancy Service. In case the information in the report(s) is considered classified by the client/consultant, a note to this effect shall be filed with the Head of the Department and the Director, Consultancy Service. The reports shall be made available as soon as they are declassified, or written permission from the client is obtained.</b></p> <p><b>iv) In the terms and condition, the indemnity clause must be there to indemnify university on account of underperformance / non performance of any technology and or the suggestion made by the consultant(s).</b></p>
<p><b><u>9. Maintenance of records</u></b></p> <p>a) Co-Consultants of all reports submitted to the client shall be filed in the department in which the consultancy project has been undertaken as well as in the consultancy centre.</p> <p>b) The Director of Consultancy Service shall maintain a bound register containing the</p>	<p><b><u>9. Maintenance of records</u></b></p> <p>a) Director Consultancy Services will be solely responsible for issuing of proforma invoice/ invoice and maintain the proper record. The service tax will be deposited by the concerned department who will send a copy of the service</p>



following information :

- i) Consultancy approval number
- ii) Title, nature and type of consultancy project
- iii) Name of the client
- iv) Terms of payment; and
- v) Name of the consultant-in-charge/consultant

The above records shall also be maintained in the concerned department

c) A record of expenditure incurred in the consultancy project by way of costs of equipment/ expendable spares/accessories and consumable stores. TA and DA computer charges, payment to external expert(s) staff on special employment, charges for using external facilities, expenses for fabrication outside the University etc., shall be maintained by the consultant-in-charge/consultant, with attached details of expenditure and supporting vouchers, receipts and documents (where necessary). The record of expenditure with supporting documents, shall be submitted by the consultant-in-charge/consultant to the department head alongwith the proposal for the distribution of consultancy earning who will inter alia send the same to the consultancy centre after scrutiny.

d) Unconsumed equipment/expenditure spares/accessories and materials, after the termination of the consultancy project entered in the department stock register.

tax receipt to the Comptroller, PAU with a copy to the Director Consultancy Service. However, filing of the service tax return will continue with the office of Comptroller.

- b) Separate bank account will be opened and operated by Director Consultancy Service which will be called "PAU- Consultancy Services Account". All the gross remunerations will be deposited in this account. The share of PAU, Scientists and technical staff will be transferred to PAU account( on pro rata basis) immediately on receiving the amount from the client. The service tax will also be paid by the concerned HoD from the same account as per the legal requirements by the Director, Consultancy Services. The Director will also sanction ~~any~~ <sup>all</sup> kind of expenditure required by the consultant and issue the requisite amount to the consultant on his/her recommendation. The same will be intimated to HoD for the purpose of maintaining records. Annual audit for the separate account will be carried by appointing a Chartered Accountant (CA) by the Comptroller, PAU. The fee of CA will be made out of the funds available as per para 12.
- c) Co-Consultants of all reports submitted to the client shall be filed in the department in which the consultancy project has been undertaken as well as in the consultancy centre.
- d) The Director of Consultancy Service shall maintain a bound register containing the following information :

- i) Consultancy approval number



	<p>ii) Title, nature and type of consultancy project  iii) Name of the client  iv) Terms of payment; and  v) Name of the consultant-in-charge/consultant</p> <p>The above records shall also be maintained in the concerned department</p> <p>e) A record of expenditure incurred in the consultancy project by way of costs of equipment/expendable spares/accessories and consumable stores, TA and DA computer charges, payment to external expert(s) staff on special employment, charges for using external facilities, expenses for fabrication outside the University etc., shall be maintained by the consultant-in-charge/consultant or the department. The record of expenditure with supporting documents, shall be submitted by the consultant-in-charge/consultant to the department head for maintain proper records.</p> <p>f) The consultant will submit the form claiming the share of the consultancy fee duly signed by all the beneficiaries before the start of the project.</p> <p>g)Unconsumed equipment/expenditure spares/accessories and materials, after the termination of the consultancy project entered in the department stock register.</p>
<p><b>10. Contract amendments</b></p> <p>i) When, during the execution of a consultancy contract, conditions arise that require a change in the scope of the consultancy project in the schedule, in the consultancy fee, or in respect of the consultant-in-charge/consultant, the consultant-in-charge/consultant shall seek an appropriate amendment or modification of the contract, and obtain from the client, a formal document or a letter of agreement to this effect.</p> <p>ii) In case of consultant-in-charge, nominated by the Departmental Administrative</p>	<p><b>NO CHANGE</b></p> <p><b>NO CHANGE</b></p>



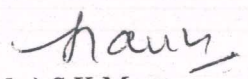
<p>Committee after accepting the consultancy project is unable to execute the same due to unavoidable circumstances, he shall inform the same, in writing to the Head of the Department. The Head, shall in consultation with the Departmental Administrative Committee, nominate another consultant-in-charge, and then inform the client of the change with a copy to the Director Consultancy Service. In case, it is not possible to entrust the consultancy project to another consultant, the department head may inform the Director Consultancy Services who may terminate the contract by written intimation to the client with a copy to the Head of concerned department.</p> <p>iii) In case additional expenses which could not be foreseen while estimating the consultancy fee, be incurred by the time the consultancy project is completed, the consultant-in-charge/consultant shall obtain the approval, in writing of the client to modify the original consultancy fee charge in consultation with the department Head and Director consultancy service.</p>	NO CHANGE
<p><b><u>11. Termination of Consultancy Project</u></b></p> <p>i) The consultant-in-charge/consultant shall ensure that the consultancy contract is executed on time, and that the results of the investigation are communicated to the client.</p> <p>ii) In case, after the completion of a consultancy project, the work is to be continued further, fresh proposal shall have to be made by the client and accepted by the University.</p> <p>iii) No data result, reports, inventions etc. shall be published or disclosed, either directly or indirectly by the consultant-in-charge/Consultant to any other party, either during or after the termination of the consultancy project without obtaining the prior written permission of the client.</p>	NO CHANGE
<p><b><u>12. Distribution of Consultancy earnings</u></b></p> <p>i) The consultant-incharge/consultant and the department Head shall submit to the Director Consultancy services the "proposal for distribution of consultancy earning (given in Appendix IV), the triplicate, alongwith the details of expenditure and supporting vouchers, receipts and documents (where necessary).</p> <p>In case of more than one consultant in a project, their share of distribution of consultancy fee will be determined by the committee which approved the project.</p>	NO CHANGE

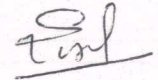


<p>The payment of share consultancy fee to technical/supporting staff will also be determined by the committee</p> <p>ii) The Professional Consultancy fee shall be shared as followed after meeting the expenses (<b>Appendix IV</b>):</p> <table> <tr> <td>Consultant(s)</td> <td>45%</td> </tr> <tr> <td>Technical/supporting Staff</td> <td>5%</td> </tr> <tr> <td>University</td> <td>50%</td> </tr> </table> <p>iii) Remuneration of technical/supporting staff, and students (if involved) shall be disbursed by the Director Consultancy Service to the persons concerned.</p> <p>iv) Charges for using computational hardware facilities inside the University shall be credited to the operating grant of the computer centre/concerned department charges for computation software development by the faculty/staff members of the University (including the computer centre), shall be disbursed to the person(s) concerned, by the Director Consultancy Service</p> <p>v) Expenses on TA/DA shall be reimbursed to the consultant-in-charge/consultant, on sanction from the competent authority as per the guidelines given in para 6.1(d) taxi fares shall be reimbursed as per the actuals.</p>	Consultant(s)	45%	Technical/supporting Staff	5%	University	50%	<p>(ii) The Professional Consultancy fee shall be shared as followed after meeting the expenses (<b>Appendix IV</b>):</p> <table> <tr> <td>Consultant(s)</td> <td>45% (Including technical/sporting staff decided by the consultant)</td> </tr> <tr> <td>Director, Consultancy Service</td> <td>15% (Office and Supporting staff)</td> </tr> <tr> <td>University</td> <td>40%</td> </tr> </table> <p>NO CHANGE</p> <p>NO CHANGE</p> <p>DELETED</p>	Consultant(s)	45% (Including technical/sporting staff decided by the consultant)	Director, Consultancy Service	15% (Office and Supporting staff)	University	40%
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Director, Consultancy Service	15% (Office and Supporting staff)												
University	40%												
<p><b>13. Patents</b></p> <p>Patent rights for any discovery or inventions originating from the consultancy project shall be negotiated with the client for each individual case and approved by the</p>	<p>NO CHANGE</p>												

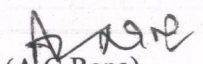


Academic Council of the University.	
<p><b>14. Consultancy Revolving Fund (CRF)</b></p> <p>The whole amount received from the client as consultancy fee shall be credited to the Consultancy Revolving Fund (CRF). This fund will be utilized to meet all expenses in connection with providing consultancy service and to meet the development priorities to be decided by the Vice-Chancellor.</p> <p>The Director of consultancy service centre will exercise all administrative and financial powers to the extent by the Deans and Directors of the University.</p>	<b>DELETED</b>
<p><b>15. Recruitment of Staff</b></p> <p>When necessary, staff may be recruited and employed for the execution of consultancy project on purely temporary basis either on daily paid basis or on consolidated pay with the approval of the Director consultancy project</p> <p>16. The share of the university in the consultancy fee will be deposited in the revolving fund to be separated by the Comptroller. A Revolving Fund Scheme as part "D" of the revolving fund "Stg. Facilities in Colleges and Hostels etc." will be started. The funds in this part of revolving fund will be utilized for the development works of the University with approval of the Vice-Chancellor.</p> <p>17. The Vice-Chancellor will be competent authority to amend/relax any rules and to issue any clarification connected thereto.</p>	<p><b>When necessary, staff may be recruited and employed for the execution of consultancy project on purely temporary basis either on daily paid basis or on consolidated pay by the Consultant.</b></p> <p><b>NO CHANGE</b></p> <p><b>NO CHANGE</b></p>

  
 Dr(Mrs) S.K.Mann  
 Dean, Postgraduate Studies-cum-  
 Director, Consultancy Services

  
 (S.S.Gosal)  
 Director of Research

  
 (R.K.Mahey)  
 Registrar

  
 (A.C.Rana)  
 Comptroller