



Note: Please do not delete any item in the form, provide details as applicable, wherever information is not available mention N.A. The form may need to be sent back for corrections, if any item is changed or deleted.

**REQUEST FOR COURSE OPENING FORM WITH ACTUAL BUDGET
 (Open Participation/Sponsored)**

(To be filled after receipt of funds or transfer from an alternate source like PDF or to generate the course invoice)

1. Course Code (To be filled by CEC Office) : _____
2. Course Name & Date : _____
3. Course budget : Gross Amount : _____

Please attach Transaction details of the fund transferred to SRIC/IITR account

Budget Details		Amount ₹
1.	Gross amount including GST = (G) received	
2.	Less GST as applicable (presently GST @ 18%) (L) [Note: L=(G/1.18)*18%]	
3. (a)	Contracted amount 'T' = (G – L)	
3. (b)	Institute Overhead Charges (P) (20% of T)	
4.	Coordination Fee 'C' [max @20% of (T-P)]	
5.	CEC Operational/Establishment cost 'O'[@10% of (T-P)]	
6.	TDS deduction, if any	
7.	Expenses (E) : As per actuals	
	i. Cost of registration material (stationery, pen pad, bags, Xeroxing, typing etc.)	
	ii. Contingency/miscellaneous expenses	
	iii. Infrastructure charges including hall and equipment charges	
	iv. Accommodation, boarding and lodging	
	v. Transportation: TA/DA to outside experts/participants	
	vi. Local travel / field trip / tour	
	vii. Lab Staff/TA (please specify)	
8.	Amount for Honorarium to instructors/experts	

**Name of Course Coordinator/PI
 Signature of Course Coordinator/PI (with date)**

CEC Office, IIT Roorkee

Recommended/Not Recommended

Dealing Asstt.

Sr. Superintendent, CEC

Coordinator, CEC

SRIC Office, IIT Roorkee

Approved /Not Approved

Supdt. (SRIC – Admn),

AR (SRIC-Admn.),

Assoc. Dean (SRIC) / Dean (SRIC)