



भारतीय विदेश व्यापार संस्थान

(मानित विश्वविद्यालय)

बी-21, कुतुब इंस्टीटयुशनल एरिया, नई दिल्ली-110016

**INDIAN INSTITUTE OF FOREIGN TRADE
(Deemed to be University)**

B-21, Qutub Institutional Area, New Delhi – 110016

APPLICATION OF CONSULTANCY ASSIGNMENT BY THE FACULTY
(should be submitted through proper channel)

Name _____ Designation _____

Financial Year _____

1.	Details of present request	Details of assignments with organization Duration Total hours Honorarium per hour Total honorarium to be received
2.	No. of hours of teaching assigned in current academic year in IIFT	
a)		
b)	How is the shortfall, if any, proposed to be covered	
3.	Details of permission obtained for consultancy assignments (with date) excluding Sr. No.1	
a)	Current financial year	
b)	Previous financial year	
4.	Details of amount received as Honorarium from Consultancy assignments during current financial year	
a)		
b)	Whether honorarium of the past assignments has been shared with IIFT as per rules, etc.	

c)	If yes, please provide the details of Honorarium received and receipt number of amount deposited in Finance Section	
5.	Details of duty leave availed so far.	

Dated:

Signature of the faculty

Chairperson/Head of Division

Dean

Registrar

(for office use)

It is certified that particulars filled in Col. 4 and 5 are correct.

Establishment Section

Finance Section

SAO(E)

DFO

Registrar

Dean

Director