

**PROCEDURE FOR OBTAINING CUSTOM DUTY/EXCISE DUTY EXEMPTION
CERTIFICATE FROM THE UNIVERSITY**

The VTU affiliated colleges can claim for the Custom Duty/Excise duty exemption in the **Proforma** along with the following documents.

1. Name of the Department for which these equipment are required.
2. Detail list of Faculty members of the concerned said department.
3. Existing equipment list of the above said department.
4. Proceedings of the Research Advisory Committee of the college in this regard.
5. Specify under which head of grants the college likes to get essentiality certificate for custom duty exemption.
6. Certificate in proof that the required equipment are not manufactured in India
7. Purchase order copy
8. Invoice/Invoice Proforma copy
9. Quotation copy
10. Brief note indicating the necessity of the item for research purpose, in a separate page as Annexure-A
11. Cost of items at para 7 (a) of Part A of proforma must be mentioned both in Foreign and Indian Currency.

The University will place the same before the Research Advisory Committee. Based on the recommendations of the above committee the University will issue Customs Duty/Excise Duty exemption certificate to the college.

Sd/-
REGISTRAR

PROFORMA OF APPLICATION TO BE SUBMITTED BY COLLEGE TO THE UNIVERSITY TO WHICH THEY ARE AFFILIATED, FOR ESSENTIALITY CERTIFICATE FOR CLAIMING CUSTOMS DUTY EXEMPTION ON EQUIPMENTS/SPARE PARTS ACCESSORIES, CONSUMABLES IMPORTED FOR RESEARCH PURPOSES IN TERMS OF GOVERNMENT NOTIFICATION NO. 51/96-CUSTOMS DATED 23RD JULY 1996 AS AMENDED FROM TIME TO TIME

Application No.:

Date:

Part – A

1. a) Name of the College with complete Address:
b) The College affiliated to the University:
c) Is the College recognized as Ph.D level research centre in sciences or for PG level courses in Engineering, Computer Sciences
2. Brief description of the items along with details of accessories, spare parts, consumables etc., being imported; Enclose duly authenticated copy of proforma invoice and technical data sheets/catalogues/leaflets.
3. Details of approval of the project by the college
 - a) Date of screening by college's Own academic / research council & university
 - b) Date of sanction by competent authority
 - c) Total assistance sanctioned
 - d) Approved expenditure on equipment, accessories, spare parts and consumables
4. a) Scientific Research subjects dealt with in key words
b) Title of Research Projects for which the items will be used during the next 2 to 3 years
(Attach separate sheets giving brief details of the scope & duration of the programme and the expected benefits. Also state if the project is approved by the Research Advisory Committee of the college along with details thereof.)
c) End-use of items in understanding the research work, to establish relevance and Essentiality of the item to the Project.

Total Value of cumulative imports for the project so far.

5. Whether the project has been reviewed by the Research Advisory Council. If so, date on which it was reviewed (submit an extract of the minutes of the meeting of the council)
6. Name and complete address of the manufacturer/supplier and details of purchase order placed

To,

7. a) Cost of items: in Foreign currency
in Indian currency
- b) Probable date of receipt of items:
- c) Sources of finances

Certified that the purchase of the equipment / accessories / spare parts / consumables as states in clause 2 above is essential for the research programme concerned and that they will be for such purpose only.

Signature of the Principal

Separate applications shall be filled for a) equipment b) spare parts and accessories and c) consumables
