

### **Steps to be followed to carry out research/consultancy/other work:**

1. Work Order form should be filled up by the indenter (as per the Instructions given in the form) and submitted in the department.
2. Expenditures involved, if any, will be estimated by the concerned personnel and will be communicated to the indenter.
3. The cost involvement, if any, needs to be paid in the following account details:

Bank Name	<b>State Bank of India</b>
Branch	<b>Malki (Dhanketi) Branch</b>
Account Number	<b>32047142365</b>
Account Name	<b>National Institute of Technology, Meghalaya</b>
IFSC Code	<b>SBIN0009105</b>
MICR Code	<b>793002012</b>

4. A confirmation of the payment done, if any, needs to be submitted along with the Work Order form in the department before the commencement of the work.