

**INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD**

**Admn. Deptt. : Accounts Section**

No.: IIT(ISM)/ACCTS/CON/2017-18

July 14, 2017

**NOTIFICATION**

**Subject: Guidelines for utilisation of contingency grant for Ph.D./M.Tech /PDF**

The Competent Authority has approved the following guidelines for utilization of contingency grant for Ph.D./M.Tech /PDF students:-

1. Allocated contingency amount is as follows:
  - a. Ph.D.students: Rs. 30,000/- p.a (Non-cumulative)
  - b. M.Tech. students: Rs. 5,000/- p.a(Cumulative)
  - c. PDF students: Rs. 50,000/- p.a (Non-cumulative)
2. The allocation of contingency grant is done on financial year basis and contingency grant shall be utilised during the Financial Year (April-March) every year.
3. If the monthly fellowship is withheld due to pending DSC meeting or any other reason, bills pertaining to that period shall be submitted by the student for further processing by the Accounts Section only after the issuance of extension order. Extension order must be attached with the claim form in such cases.
4. The contingency bills shall be processed twice in a year. First time, in the month of September and second time, in the month of March.
5. The amount claimed in the month of September shall be limited upto 50% of the contingency allocation. In case the amount spent under the contingency is exceeding the 50%, a single claim should be made at the end of the financial year i.e. in the month of March. However, any excess amount above 50%, if claimed in the month of September, the reimbursement shall be restricted only upto the ceiling and the bills once processed for payment shall be kept in the records and will not be given back under any circumstance.
6. The contingency balance allotted to a particular student shall be calculated proportional to the fraction of the year spent in the institute.
  - a. In the year of joining – from the month of joining upto the end of F.Y. If D.O.J is after 15th of the month then that month shall not be considered for that month.
  - b. In the year of leaving - from the beginning of F.Y upto the month of leaving. If D.O.L is before 15th of the month then the processing of the bill shall not be done for that month.
7. Following documents are required to be submitted for reimbursement, along with “Contingency claim form” duly forwarded by the respective Guide & the HOD:
  - a. Original receipts/cash-memos/bills/invoice etc. in the name of the student claiming contingency.



- b. For foreign currency bills/invoices, bank transaction statement is required to be attached along with receipt.
  - c. For all electronically generated receipts/invoices, bank transaction statement is required to be attached along with receipt.
  - d. If payment is made from someone else's bank account then the account holder shall have to give a self-declaration with signature that the amount has been paid on behalf of the claimant.
  - e. All purchases shall be made as per GOI/Institute purchase rules.
  - f. All receipts/invoices must have stock entry certificates and self-satisfactory certificates duly counter signed by the HOD.
  - g. For travel reimbursement, a copy of the letter of invitation/e-mail, brochure, certificate copy, Tour diary duly signed by the Guide along with tour approval form duly approved shall be attached.
  - h. For reimbursement of Rent paid, proper rent receipt duly acknowledged by the landlord shall have to be produced along with copies of Aadhaar & PAN card of the land lord.
8. Payment shall be made to the SBI Bank Account number provided by the student in which monthly fellowship is paid and as mentioned on the contingency claim form. Format of **contingency claim form** is attached as **Annexure-I**.
9. Stores which are allowed under contingency are listed below :-

**List of items admissible under contingency grant:**

- i. Chemical/consumable items required for the research work.
- ii. Photographic materials for research work.
- iii. Refilling of cartridge, Print-outs/Photo-copy & binding of research papers and other research related documents.
- iv. Stationary items and Postal charges.
- v. Thesis evaluation fee.
- vi. Small value (upto Rs. 5000/-) apparatus exclusively for research purpose.
- vii. Membership fee of national & international research societies & associations.
- viii. Publication & subscription charges.
- ix. Testing & sample analysis/characterisation charges.
- x. Tour expenses to attend conferences (to present paper in person i.e. one paper to be presented by one student), workshops & other educational trips, field work etc. within India as well as abroad, according to the applicable TA/DA rules notified from time to time.



- xi. Vehicle hiring charges as per GOI/Institute norms for field work/research work, only if proper receipt/bill is submitted along with approval for the same.
- xii. Registration fee of conference/workshop/seminar etc. is required to be claimed along with TA/DA claim.
- xiii. Non-consumable/fixed asset stores shall not be allowed from contingency grant in any circumstances.
- xiv. Purchase of storage devices shall be limited to only one throughout the tenure of the student of below mentioned capacity:

	<u>Ph. D Scholars</u>	<u>M. Tech</u>	<u>Post-Doctoral Fellow (PDF)</u>
External HDD	Limited to Rs. 10,000/-	Limited to Rs. 5,000/-	As per notification no. ISM/Accts/PDF/2016-17 dated 24.05.2016.
Pen drive	Limited to Rs. 1,000/-	Limited to Rs. 500/-	

  
 [Col. (Retd) M.K. Singh]  
 Registrar

Copy to: DT/RG Sect.  
 All Deans/Assoc. Deans  
 All HODs- to be circulated among M.tech/Ph.D/PDF students  
 JR/All DRs/ARs  
 Webmaster for uploading in Institute website





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**Claim Form for Reimbursement out of Contingency Fund**

1. Name of the Student :
2. Admission No.:
3. Course:
4. Department:
5. SBI Bank Account No.:

Details of claim out of Contingency Fund are given in the table below:-

S. No.	Particulars of Expenditure	Bill/Invoice No. and Date	Amount (Rs.)	Original Document in Support attached(yes/no)
		<b>TOTAL</b>		

Amount (in words):

Certified that the above expenditures have been made exclusively for research purpose and these have not been claimed from any other fund / project etc.-either in or outside the Institute.

(Signature)  
Student

(Signature)  
Guide

(Signature)  
HOD

Date: