

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Sub : Application for the Grant of Advance from the Contingency Account

(To be filled in DUPLICATE as per the instructions given overleaf).

1. Name : _____ Roll No. : _____

2. Department/Centre/School : _____

3. Sources of Contingency funds : **CSIR / UGC**

4. Amount of Contingency Grant Admissible Per Year : Rs. _____

(i) Amount already drawn / spent till date, this year : Rs. _____

(ii) Amount available at my credit : Rs. _____

(iii) Date on which previous Advance drawn : Rs. _____, Date _____

(iv) Advance settled on : _____

(v) Advance now required : Rs. _____, Date _____

5. Purpose in Brief : _____

6. Signature of the Scholar : _____ Date : _____

7. Remarks of the Guide / Supervisor :

Name : _____ Salary Code : _____

Signature: _____ Date : _____

8. Remarks of the Head of the Department/Centre/School

Signature with Office Seal : _____ Date : _____

9. Checked and Signed by
Forwarded for signature

Dy. / Asstt. Registrar (F & A)

10. Submitted for orders of DEAN (A.P.) : _____ Sanctioned / Not Sanctioned

DEAN (A.P.)

To : The Deputy Registrar (Academic)

P.T.O.

Instructions for Grant of Advance / Sanction of Expenditure from
CONTINGENCY ACCOUNT

ADVANCE/SANCTION GOVERNED BY THE TERMS AND CONDITIONS AND RULES - CSIR / UGC (GOI)

From Sr. No. 1 to 32. to be as per the entries on Identity Card.

4. (A)/(B) Strike out which is not applicable.
5. To be indicated as per the Award letter under the Scheme of Fellowship received by the Scholar.
(i, ii, iii and iv – should be filled correctly).
6. a) Ball pen Refills, writing/duplicating/xeroxing/drawing papers are not admissible items.

b) In case of the contingency amount given to the scholars at sr. 4(B), admissible expenses are as per the rules, regulations and terms and conditions laid down in the Brochure of the various schemes CSIR/UGC/NBHM/DAE/MUD (GOI) As applicable to the scholar.

c) Institute scholars are reimbursed the amount for thesis preparation (limited to Rs. 2000/- only) after submission of thesis. The aforesaid amount will not be paid in advance.

d) The Institute scholars are eligible for the grant of TA/DA Advance/Reimbursement for attending Seminars/Conferences/Field work for the collection of DATA pertaining to the Ph.D. Programme.

e) For the settlement of Advance/Reimbursement of Expenditure incurred towards purchases, TA/DA, the separate form must be submitted along with the statement of Account with the receipts/vouchers etc..
7. To be submitted with all details from Sr. Nos. 1 to 9.
8. A firm recommendation is expected in case of fellows under scheme at Sr. no. 4(B) – The advance is payable in the name of Guide/Supervisor of the Scholar in the Department, forwarded through Head of the Department.
9. Forms are to be submitted through HOD/Convener of Department/IDP, as stated in the Application.
10. (a) In case of the Institute Scholars as at sr. no. 4(a), the Advance is sanctioned by the HOD/Convener, IDP and the Requisition is to be sent to Accounts Office directly and so also the settlement.

(b) As regards the Scholars at sr. no. 4(b), the Dean (A.P.) is the sanctioning authority.
