

Subject: Guidelines for utilization of contingency grant for ID PhD Scholars.

The Director has approved the following guidelines for utilization of contingency grant for PhD Students.

1. Allocated contingency amount is **Rs. 50000/- P.A.**
2. The allocation of contingency grant is allocated on the financial year basis and contingency grant shall be utilized during the Financial Year (April-March) every year.
3. The residual amount of the year's contingency grant is not carried over to the following year.
4. 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 duly signed and forwarded through the supervisors.
 - b) For foreign currency bills/invoices, bank transaction statement is required to be attached along with the receipt.
 - c) For all the electronically generated receipts/invoices, bank transaction statement is required to be attached along with receipt.
 - d) All purchases shall be made as per Institute purchase rules.
 - e) All receipts/invoices must have stock entry ledger Stamp duly counter signed by HOD.
 - f) Payment shall be made to the Account Number provided by the student in the Reimbursement contingency claim form. Format of [Reimbursement Form](#).
5. To claim Contingency grant directly, the student has to fill the [Purchase Proposal Form](#).

List of items admissible under contingency grant:

- a) All the research related consumables required for research work.

List of items non admissible under contingency Grant:

- b) Purchase of laptop/tabs.
- c) Refilling of cartridge, Print outs/Photocopy & binding of research papers and other research related documents.
- d) Stationary items and Postal Charges.
- e) Membership fee of National & international research societies and associations
- f) Publication and subscription charges.
- g) Tour expenses to attend conferences, workshops and other educational trips, field work etc.
- h) Registration fee of conference/workshop/seminar etc.
- i) Non consumables/fixed assets shall not be allowed from contingency grant.