

OFFICE OF FACULTY AFFAIRS

FORM FOR SETTLEMENT OF CONTINGENCY GRANT (For Post-Doctoral Research Fellow)

Bill No:
Date:

Name:	Mentor:
PF No:	Department:
Date of Joining	Purpose:
Period of Grant:	

(GST Bills in original in the name of IISER Berhampur for every purchase should be submitted)

I. Item Descriptions

Sl. No.	Item Details	Quantity	Cost (per unit)	Total
Total Rs				

I certify that the above expenditures have been made exclusively for research purpose as per the guidelines for contingency. The expenditure claimed is actual and true. I further certify this claim is not preferred to and paid from any other source.

II. Payment Detail:

Account Holder's Name	
Bank Name & Branch	
Account No.	
IFSC Code	

Recommended by:
Mentor

Signature of the PDRF

III. Approvals

Balance Grant for the Year: (F & A)	Office of Faculty Affairs	
	Forwarded by	Approved as per Rules
	FIC/In charge/HOD	DoFA

IV. For the use of F&A office only:

Passed for an amount of Rs:		In words:	
Jr. Asstt./ Office Asst.	Jr. supdt.	Supdt./AR	DR(ADMIN)

GENERAL GUIDELINES FOR CONTINGENCY TO PDRF ON INSTITUTE FELLOWSHIP

The guidelines for utilizing contingency grant of Rs. 25,000/- per year by Post-Doctoral Research Fellow under Institute fellowship are appended below:

1. Purchase of books and documents of relevance to the research topic provided that these are not available in the library of the Institute. (A certificate may be acquired from Librarian in this regard and the PDRF has to return the book to library before relieving from the Institute)
2. Financial support towards actual train fare restricted to 3 tier AC in the shortest route for attending Symposia/Seminars/Conferences/visiting Labs/collaborations in India or abroad provided the students are presenting paper that has been accepted; and for attending Workshops/Training Courses relevant to the research areas; and tours for field work in connection with research.
3. Purchase of laptop, e-kindle, storage devices, software's and other computer peripherals with due recommendation by the thesis supervisor followed by the approval of DoFA.
4. Purchase of chemicals reagents, laboratory ware, lab equipment required exclusively for research work.
5. Reimbursement of membership fee paid to become members of national and international research societies and associations and also to covers publication charges.
6. Printing, photocopying charges, computation charges.
7. All durable items like Books, equipment, computer peripherals, storage devices etc., will become Institute's property and has to be returned by the student at the time of leaving the Institute.
8. *Contingency grant cannot be utilized for Purchase of furniture.*

These guidelines come into force with immediate effect until further orders. GST bills in original in the name of IISER Berhampur for every purchase should be submitted to Office of Faculty Affairs, duly forwarded by the Mentor.