



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान भोपाल  
Indian Institute of Science Education & Research, Bhopal

Office of Academic Affairs

IISERB/DOAA/2018/458

November 14, 2018

**Circular**

**Sub: Items admissible under contingency grants for Ph.D./Integrated Ph.D. students.**

Guidelines for utilizing contingency grant:

- The Contingency Grant/Book Grant has to be utilized during the Academic Year (Aug-July) or (Jan-Dec).
- Books, small equipment and external hard-disks purchased under Contingency will become the property of Institute. The department office must make stock entry of such purchases made under contingency grant and no dues must be given to student only after deposit of the same to department/institute.
- Books purchased will be stamped by the Library after purchase and could be issued to the supervisor after accession for use by the student till, his/her research Fellowship is over.
- For travel reimbursement (conferences and workshop) a copy of the letter of invitation, Copy of deputation leave granted, a statement from the organizers certifying attendance and that they did not pay for travel as well as copies of tickets/Boarding Pass etc. (all countersigned by supervisor) will have to be submitted.
- Please note that a valid Invoice (with Invoice number, GSTIN No/PAN No., etc. and not simply a Delivery Challan or Proforma Invoice) has to be produced for claiming contingency.
- Foreign currency cash memos need to be converted into Indian currency (which will be done by Accounts section)

The requisition has to be recommended by the supervisor and approved by the Head of the Department/ competent financial authority.

Items admissible under contingency:

1. Books & Research articles (It should not be costing more than 25% of annual contingency grant), from Institute empanelled vendors.
2. Chemicals or consumables items required for research work from Institute empanelled vendors.
3. Equipment required exclusively for research work, (example electronic storage media like pen drives, external hard disk etc.
4. Purchase of Computer Software's peripherals and accessories.
5. Stationery and postal charges.
6. Towards meeting actual TA/DA in India during educational tours. For admissible rate of TA/DA please refer to class Level 6-8 in the link given below:  
[http://web.iiserb.ac.in/prabandhak/assets/forms/TA/Guidelines\\_for\\_TA.pdf](http://web.iiserb.ac.in/prabandhak/assets/forms/TA/Guidelines_for_TA.pdf)

7. Towards meeting TA/DA limited to first class/entitled class rail fare of outside expert members of assessment committee.
8. Registration Fee for attending conferences in India and abroad.
9. Computation charges-Reprints/off-print of research papers.
10. Printing and binding charges of Ph.D. Thesis
11. Repair and maintenance charges of office/laboratory equipment related to research only.

Contingency grant cannot be utilized for:

- i. Foreign travel or other expenses for visit abroad.
- ii. Furniture items and office equipment; and
- iii. Paying any fee of the Institute (e.g., semester fee, thesis fee etc).



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