

भारतीय प्रौद्योगिकी संस्थान धनबाद (भारतीय खनि विद्यापीठ)
Indian Institute of Technology (Indian School of Mines), Dhanbad

Admin.Dept.: Finance & Accounts Section

No.:IIT(ISM)/ACCTS/CON/2024-25

Dated: 31.12.2024

NOTIFICATION

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

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

1. Allocated contingency amount is as follows:
 - a) Ph.D.students : Rs. 30,000/-p.a
 - b) M.Tech.students : Rs. 5,000/-p.a
 - c) IPDF students : Rs. 1,00,000/-p.a
2. The contingency grant of the M. Tech/PhD Scholars/ IPDFs would be Cumulative in nature for the complete tenure i.e., till the date the student receives the stipend/ fellowship (Subject to fullfilment of condition at point no. 3 below).
3. Utilized balance of contingency in a year will be carried forward to next financial year and such cumulative contingency shall be utilized by the students only towards TA/DA for attending National / International conferences, Workshops, Seminars etc.,
4. The allocation of contingency grant is on a financial year basis and Expenditure incurred in a particular financial year will have to be claimed within that financial year only.
5. In case monthly fellowship is withheld for the reasons of having low grade/pending DSC meeting or any other reason, bills pertaining such period shall be submitted by the student only after the issuance of extension order. A copy of extension order to be attached with the claim form in such cases.
6. The contingency bills shall be processed twice in a year i.e once in the month of September and in the month of March. Accordingly, students shall submit their claims between 1st to 31st August for September cycle and in February latest by 15th March for March cycle.
7. 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
8. Following documents are required to be submitted for reimbursement, along with "Contingency claim form" duly forwarded by the respective Guide & the HOD:

- a) Student Contingency shall be paid on reimbursement basis and hence students are expected to incur the expenditure and claim the same duly submitting the bills along with payment proof.
- b) Original receipts/cash-memos/bills/ tax-invoices etc. in the name of the student claiming contingency.
- c) For payments made in foreign currency, bank transaction statement is required to be attached along with such bills/Tax-invoices.
- d) All receipts/invoices must have valid stock entry certificates and self-satisfactory certificates duly counter signed by the HOD.
- e) For reimbursement of TA/DA towards Conference/Workshops/Seminars, copy of the letter of invitation/e-mail, brochure, certificate copy, Tour approval from Competent Authority are required to be attached.

List of items admissible under contingency grant:

- i. Chemicals/consumables related to research work with prior approval of the Guide.
- ii. Publication Charges /over length charges (for unpaid journals) for the journals/articles published by the student.
- iii. Subscription Charges and Books/E-Books (relevant to the discipline).
- iv. Testing and Sample Analysis/characterisation charges/ use of HPC/Cloud storage.
- v. Registration fees for attending Conferences/Workshop (such as GIAN course etc.), training, membership of national and international societies and associations, Online courses related to research work.
- vi. Purchase of books, conference proceedings, e-books, reprints of research articles and journal subscription charges.
- vii. Small value (upto Rs. 2000) apparatus exclusively for research purpose.
- viii. 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.
- ix. Non-consumable/fixed asset stores shall not be allowed from contingency grant in any circumstances.
- x. Stationary items, photocopy, printout, and Postal charges etc. of Maximum Permissible Limit of Rs. 1,500/- for Ph.D/M.Tech Students and Rs. 2,500/- for IPDF. (Payable as fixed charges not to be claimed) (Would be directly transferred to the Bank Account of the Scholar once in year).
- xi. Thesis Printing and Binding Charges after the no dues of Rs. 2000/- (M. Tech) and Rs. 5000/- (PhD) (Would be directly credited to the Bank Account of the Scholar).
- xii. Thesis Evaluation Fee is not allowed for reimbursement from the contingency.

Note: Publication charges (Article processing charges) incurred towards paid journals (Ex: IEEE Access and other open access journals) are not allowed for reimbursement from the contingency.

I. **Travel entitlements (TA/DA, Reimbursement of Hotel Bills):**

On the recommendation of the 25th Finance Committee (item no. 25/11) dated 16th March 2023, the Board of Governors in its 25th meeting held on 19th March 2023, has approved the TA/DA entitlement for the Project JRF/SRF attending project work/Conference etc.

Similarly, the TA/DA in r/o Institute M.Tech/Research Scholars/IPDFs is also revised and detailed as follows.

Designation	Travel Entitlements	Boarding & Lodging
M.Tech/Research Scholars(JRF &SRF)	Upto 2 nd AC by train including Premium Trains (Rajdhani, Duronto,Shatabdi (Chair Car)	Reimbursement for hotel accommodation/ guest house of upto Rs. 1500/- per day (subject to production of GST Bills). Food bill & local transport up to Rs. 1000/- per day (subject to production of Bills).
IPDFs	Upto 2nd AC by train including Premium Trains (Rajdhani, Duronto,Shatabdi (Chair Car) By Air (Economy Class) (air tickets shall be purchased only from the three Authorized Travel Agents (ATAS), namely: (a) M/s Balmer Lawrie & Company Limited (BLCL), (b) M/s Ashok Travels & Tours (ATT), (c) Indian Railways Catering and Tourism Corporation Ltd.)	Reimbursement for hotel accommodation/ guest house of upto Rs. 3000/- per day (subject to production of GST Bills). Food bill & local transport up to Rs. 1000/- per day (subject to production of Bills).

- Reimbursement of expenses for for hiring of Taxi for research/field work, tour etc., would be as per extant rules of the Institute/GoI and further subject to the approval of the Competent Authority.
- TA/DA entitlement for JRF/SRF/IPDF for foreign visits for field excursions/educational tours for Research Purposes,Conferences/Symposiums would be regulated as per notification No.ISM/Accts/TA-DA/2016-17/11 dated 06.06.2016 to be reproduced.
- TA/DA claim form for M.Tech/Research Scholars/PDFs to be reproduced.

This will come into effect from 01.01.2025.

Note: This notification supersedes all the notifications/guidelines issued ealier.


(Dheeraj Kumar)
Dy. Director

15. Other Expenses in respect of Foreign Tour :-

1	Local Conveyance Charges	
2	Registration Fee	
3	Other expenses, if any, please mention	

Certified that above expenses is actual and paid by me in connection with food expenses during tour.

Date _____

Name: _____

- 1 Tour approval
- 2 Tour Diary
- 3 Food bill
- 4 Hotel Bill

Bank details :-

Bank Name :	
IFSC Code :	
Bank A/c No. :	

Certificate in respect of Official Journey

Period from (date) _____ to (date) _____

- (i) Certified that the mileage claimed in the TA bill is correct to the best of my knowledge.
- (ii) Certified that I did not perform the road journeys for which mileage allowance has been claimed at the higher rate prescribed in rule 48 of supplementary Rule by taking a single seat in any public) fixed rates. Also certify that the journey was not performed in any other vehicle without paying its hire charges or incurring running charges.
- (iii) Certified that journey was performed by the shortest and cheapest route of the entitled class and fares claimed were actually paid by me to the Railway/ Air/ Transport authorities
- (iv) Certified that no such travelling allowance bill for the period mentioned above has been claimed from any other source.
- (v) Certified that I did not avail myself of any casual leave/RH for the days for which Daily Allowance (food/ hotel bills) are claimed.
- (vi) Certified that I did not avail of free boarding and / or lodging at the expense of State Govt or any organization financed from state funds during the days for which food expenditure has been claimed.
- (vii) Certified that I travelled by air to which I am entitled and air tickets were purchased on cheapest fare of the entitled class and mileage earned on the tickets will be used for the official purposes only.
- (viii) Certified that the information as given above is true and correct to the best of my knowledge and belief.

Date:

Signature of Claimant _____

Signature of HOD _____

Signature _____

Part-B (For the use of Accounts Section)

(Rupees)

1.	Rail fare		
	Air fare		
	Road fare		
2.	Road mileage (as per column 13 for _____Kms. @ Rs. _____per km)		
3.	Accommodation/ Hotel Charges (as per column 11)		
4.	Daily Allowance (Reimbursement of food bills as per column 14):		
	<u>Foreign DA</u>		
	<u>Domestic DA:-</u>		
	1.	Days _____ @ Rs _____ per day Rs. _____	
2.	Days _____ @ Rs _____ per day Rs. _____		
3.	Days _____ @ Rs _____ per day Rs. _____		
5.	Other Expenses :		
	Local Conveyance Charges		
	Registration Fee		
	Other expenses, if any, please mention		
6.	Gross amount (Rupees _____)		
7.	Less amount of TA Advance drawn if any		
8.	Net amount Payable / Recoverable (Rupees :- _____)		

The above expenses is debitable to:- _____

Dealing Assistant Junior Superintendent (A/C) Section Officer (I/A) Asstt. Registrar (I/A)

Asstt. Registrar (A/C) / Dy Registrar (F&A)

Dean (Academic)

Received Rs. _____ vide cash / cheque No. _____ dated _____

Signature _____