

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Guidelines for Utilization of Contingency Fund for PhD. Scholar

A. General Instructions:

1. The annual contingency grant in the form of financial assistance shall be provided to the **Full-time Research Scholars with Institute Fellowship** to support their academic and research-related expenses.
2. The registered scholars of the Institute with Fellowship are eligible for the grant.
3. The maximum contingency limit per scholar shall be **Rs. 30,000/-per annum**. The contingency grant shall be applicable for the **entire institute fellowship period**.
4. 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.
5. The unspent amount of the year's contingency grant shall not be carried over to the following year.

B. List of items admissible under contingency grant:

1. All the research related consumables required for research work except the items mentioned under **Section C** (see below).
2. Travel expenses within India to attend conferences, workshops and other educational trips, Field work/ Lab visit in other institutions may be permitted and the TA/DA shall be provided as per the norms of the Institute.
3. Registration fee of conference/workshop/seminar etc.
4. Registration/ Examination fee for courses offered through well-known online platforms (SWAYAM, NPTEL MOOCs, etc.).
5. Purchase of books, journals, and research papers (Including e-versions) related to area of research.
6. Research related Chemicals /consumables, fabrication materials.
7. Analytical/Computational charges, Poster Printing/ Presentation / Data Collection
8. Subscription fee for cloud computing and storage services, purchase of software with limited period of licence, licence fee/purchase of data set required for research work etc.
9. Membership fee for technical/academic/research societies

C. List of items non admissible under contingency grant:

1. Purchase of laptop/tabs/smart phones.
2. Laptop/PC etc. repairing.
3. Non consumables/fixed assets.
4. Furniture Items
5. Pen / Pencil/ Carbon- Paper/ Highlighter/ Marker/ Cello-tape/ Dispenser/ Scissor/ Cutter/ Stapler etc.

Reimbursement Procedure:

1. The contingency grant shall be processed as reimbursement of the amount in the prescribed format, directly to the student, upon submission of all the required documents and claim form in the prescribed format (**Reimbursement contingency claim form and Statement of PhD contingency Claim**).
2. Following documents are required to be submitted for reimbursement, along with contingency claim form duly forwarded by the respective Supervisor(s) & 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 all the electronically generated receipts/invoices, bank transaction statement is required to be attached along with receipt.
 - (c) All purchases shall be made as per Institute purchase rules.
 - (d) All receipts/invoices must have stock entry ledger Stamp duly counter signed by HOD.
 - (e) Payment shall be made to the Account Number provided by the student in the **Reimbursement contingency claim form**. Supervisors/Mentors have to certify that the claim has been made for the research related work.
3. All the claims for reimbursement of expenditure should be submitted to the Dean (Research and Consultancy).
4. All the bills should include GST and should be in the name of 'Research Scholar'. It should be endorsed by the scholar and the supervisor.
5. For online payment, the proof of bank transaction in the name of scholar should be submitted along with the bills/vouchers.
6. All claims for reimbursement of contingency grants for a financial year should be submitted before 15th March of the financial year.

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

REIMBURSEMENT CONTINGENCY CLAIM FORM

1. Name of the Research Scholar	:	
2. Roll No.	:	
3. Department	:	
4. Contact No.	:	
5. Email	:	
6. Bank account details	:	
	A/C No.	:
	IFSC Code	:
	Name of the Bank	:
7. Purpose	:	
8. Amount in Figures and words	:	
9. Cumulative expenditure under PhD Contingency of the scholar (including the above amount) for the current year	:	
10. Certified that the amount was utilized for the purpose for which it was sanctioned, and total amount does not exceed Rs. 30,000/- in the current year. Statement of expenditure and bills/receipts with necessary entries/endorsement are enclosed. The amount may kindly be credited to my bank account given above.		
Signature of the applicant with date		
11. Recommendation of the Supervisor/Mentor Certified that the claim has been made for the research related work.		
Name & Signature of the Supervisor/Mentor with date		
12. Forwarded by the Head of the Department		
Name & Signature of the HoD with date		
13. Specify the cumulative expenditure under till this application	:	Rs.
14. Approval by Dean (R&C)		
Signature of the Dean (R&C) with seal		
Passed for an Amount of Rs.		
Sr Superintendent	AR (F & A)	Registrar

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Statement of PhD Contingency Claim

Sl No.	Bill No. and date	Particulars of expenditure	Amount (Rs)	Amount to be reimbursed (for office use)
1				
2				
3				
4				
5				
Total (Rs.)				

I certify that the details given above are correct.

Signature of Applicant

Forwarded by the Supervisor/Mentor and the Head of the Department .

Signature of the Supervisor

Signature of the HoD

OFFICE USE (ACCOUNTS SECTION)

Passed for reimbursement.

Amount (Rs.) :

In favour of: (Name of the student)

Sr. Superintendent

AR (F & A)

Registrar

Director