



**NOTIFICATION**

**Subject: Guidelines for Utilization of Contingency Funds by the Research Scholars**

The competent authority of the Institute has approved the following guidelines for utilization of contingency funds by the research scholars for immediate implementation.

- (I) The funds can be used for purchasing mainly consumables like stationery items, data storage consumables – CD's, Pen drive (once in 02 years), Portable Hard Discs/Drives (once in 05 years), Mouse, Printer Cartridges (on GeM rates), Photocopying/Printing related to research work or Thesis printing, Chemicals, Glasswares, Raw Materials related to research work, testing of material related to research work from Institute/outside agencies, Finishing of specimen/materials from outside agencies and purchase of Books as per Institute norms. Other expenditure like reimbursement of registration fee towards National/International Conferences, GIAN/NPTEL/MOOCs Courses, Short Terms Courses, Online courses/workshops, TA/DA for tours limited to AC-II tier by train is also allowed. Following conditions shall apply for the purchases mentioned above:-
  - (a) Amount spent on Stationery items is limited to Rs. 2,000/- per semester.
  - (b) Minor repairs of equipment related to research work is limited to Rs 2,000/- per semester.
  - (c) Minor equipment(s)/spares/attachment(s) related to research work is permitted worth Rs 5,000/- per semester.
- (II) The concerned HOD shall approve the proposal of consumables/non-consumables/tour or other purposes as mentioned above provided the expenditure is upto Rs. 5000/-, exceeding which the proposal shall be forwarded to Dean (Academic). After the approval from HOD/Dean Academic, the bills shall be submitted to Accounts Section for reimbursement. The reimbursements shall be restricted to the permitted amount (at present Rs 10,000/- per year) as decided by the competent authority from time-to-time.
- (III) The requisition under fund shall be initiated by the concerned research scholar through his/her supervisor for approval by the competent authority for which the prescribed proforma shall be used.
- (IV) Appropriate purchases rules of the Institute shall be followed.
- (V) All bills towards purchase of consumables/non-consumables/other purposes chargeable under contingency grant shall be entered in a separate register in the department named "LEDGER" OF CONTINGENCY FUND OF RESEARCH SCHOLARS".
  - a) Indent for non-consumables items shall be given by the concerned faculty member acting the supervisor of the research scholar.
  - b) Every bill shall have a mention of "Entered in the ledger of contingency utilization of research scholar at Page No. \_\_\_\_\_ Item No. \_\_\_\_\_ and verified by the concerned supervisor(s) and approved by the Head of Department.
  - c) A full page in this register shall be allotted to individual research scholar in the department.



डा बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर  
Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY, JALANDHAR

- (VI) The payment of "CONTINGENCY FUNDS OF RESEARCH SCHOLARS" can be declined by the concerned HOD in the case of his/her poor performance/ disciplinary proceedings/inappropriate utilization of funds/misconduct.
- (VII) The concerned Supervisor will have to certify before recommending the claim of the Research Scholar that the material has been procured on reasonable rate and of requisite quality as per requirement of the research work.
- (VIII) The claim for reimbursement of all the Research Scholars of the Department by the concerned Head shall be forwarded to the Accounts Section once in a month by 5<sup>th</sup> of every month for the preceding month.
- (IX) The contingency fund must be utilized during the financial year (April to March) on prorata basis.

  
(Dr S K Mishra)  
Registrar

Copy of the above is forwarded to the following for information and necessary action:

1. All Deans/Heads of the Departments
2. Assistant Registrar (Audit & Accounts)
3. PA to Director- for information of the Director
4. Office Order file