

HUMAN RESOURCE DEVELOPMENT GROUP
CSIR Complex, Library Avenue, Pusa
New Delhi-110012 India

No. HRDG/Fellowship/Com/2022

Dated :12.07.2023

To

The Directors of CSIR labs/Registrar/ Vice-chancellor/Head of Universities/Institutes/fellows

Subject: Disbursal of Contingency grant -reg

Sir/Madam,

In continuation of HRDG letters No. HRDG/Fellowship/Com/2022 dated 17.01.2023 and 09.02.2023 on the subject cited above all concerned are further informed that henceforth all contingency claim will be admitted in the revised Contingency reimbursement claim form (Annexure VIII) through newfms.

Thanking You,

Yours faithfully



(Atul Kumar Jain)

Under Secretary (EMR-1)

Copy to;

- 1) All Concerned – through HRDG website
- 2) PS to Head HRDG
- 3) Sr. Dy FA/ Dy FA
- 4) Head IT – for necessary updation on HRDG website
- 5) FAO(EMR-3)
- 6) Office Copy

Council of Scientific and Industrial Research
Human Resource Development Group

Contingency reimbursement claim form for financial year _____

- 1- Name of Awardee:
- 2- File Number:
- 3- Name of the fellowship under which He/she is working (JRF/SRF/RA/SPMF/NPDF/SRA):
4. Contingency grant is utilized as per the following:
 - (i) Expenditure towards research related works
 - (ii) Towards meeting journey fare and DA*- during tours the research fellows/ Associates (entitled to TA/DA as admissible in case of Government servants in the pay level of 6 of VII CPC Pay Matrix); DA will be limited to 50 days in a year.
 - (iii) Towards meeting TA/DA of outside expert members of the assessment committee as per entitled fare
 - (iv) Utilization of grant for registration of Ph.D. and submission of thesis

*Approving the tour of the research fellows/ Associated for: -

- (i) Attending Symposia/ Seminars/ Conferences in India provided the Fellows/ Associates are presenting papers that have been accepted and for attending Workshops/ Training Courses relevant to the research projects;

5. It is also certified that contingency **grant has not been utilized** for the following:

- (a) Foreign travel or other expenses for visit abroad;
- (b) Payment of semester fees.

Important note:

Total contingency expenditure in a financial year will be within payable contingency grant.

6. Certified that the expenditure of Rs... .. out of the payable contingency grant for the financial year..... has actually been incurred in accordance with the prescribed by CSIR HRDG fellowship guidelines. The claim bills/ invoices have been verified /admitted and are true in accordance with HRDG fellowship guidelines and retained at the Host Institute and necessary entries made in the ledger as per prescribed format of CSIR HRDG. If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund/adjust or regularize the objected amount.

(Signature of fellow) _____

(Guide/ Head of Department) _____

(Seal)

(Registrar/Principal/Director) _____

(Seal of University/Institution)