

## Annexure-I

### **GUIDELINES FOR THE UTILIZATION OF THE CONTINGENT GRANT**

The Contingent grant will be placed at the disposal of the Head of the institution, and will be operated by him at the request of Senior Research Associate, for the following purpose:-

- a) Acquisition of books and other documents of relevance to the research topic/professional work provided these are not available in the library of the institution. **Not more than 25% of the annual contingent grant can be utilized for the purpose.** All the books and other documents will become the property of the institution's Library after purchase, and could be issued to the Senior Research Associate after accession, for his/her use. They shall be returned to the library before being relieved from the Senior Research Associateship (Poolship).
- b) Meeting actual Train/Bus Fare, and Daily allowance, as applicable to CSIR employees for undertaking tours **in India** is explained below. Such tours may be sanctioned by the Heads of the Departments with due intimation to HRDG, CSIR. The number of tours in a financial year has to be regulated according to availability of funds.
  - i) Field tour in connection with their research/professional work such as collection of samples/data, computation work, consultation of rare reference books in the nearest University/research institution library.
  - ii) Presenting scientific papers in Conferences, Congresses, Seminars, Workshops, etc. in India.

**Daily Allowance is limited to Fifty Days in a year.**

- c) Payment of 2<sup>nd</sup> AC Train Fare to and fro by the shortest route to attend interviews for jobs **in India** provided that no **travelling** allowance is paid by the interviewing

organizations. No Daily Allowance is admissible for attending interviews for jobs. Expenditure for attending interviews should not exceed 25% of the sanctioned contingent grant.

- d) Purchase of chemicals/consumable items required for research work.
- e) Purchase of photographic materials for research/technical work.
- f) Meeting charges for data computation related to research/technical work.
- g) Acquisition of Reprints/Off-Prints of Research Papers/Technical Documents.
- h) Meeting Stationery and Postal Charges. These should not exceed 20% of the sanctioned contingent grant.**
- i) Meeting charges for typing of Research/Technical Papers.
- j) For any other valid purpose specifically authorized by CSIR.

**Note:**

- a) The Head of the Department should duly approve every item of contingent expenditure.
- b) Contingent Grant should not be utilized for purchase of scientific equipment, furniture, office equipment, for foreign travel, or for other expenses related to visits abroad.
- c) At the end of each financial year, the Head of the institution will submit to CSIR an audited statement of accounts of the contingent grant showing item wise breakup of expenditure. The Finance Officer of the institution should countersign the audited statement of accounts. A utilization certificate to the effect that the amount of contingent grant was spent for the purpose for which it was sanctioned

should also be sent by Head of the Institution. Unspent balance, if any, of the grant may be carried forward to the next financial year, with prior approval of CSIR. If not carried forward, the unspent balance should be refunded to CSIR by means of an “Account Payee Cheque” or “Demand Draft”, drawn in favour of “Deputy Secretary, EMR Division, CSIR Complex, New Delhi.”

- d)** The contingent grant for the subsequent financial year(s) will not be sanctioned/ released, unless the audited statement of accounts and the utilization certificate for the previous financial year(s) are received by CSIR.