

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

No. 9250-9450/GP

Dated: 3/4/2023

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/ Branches
Director of Regional Centres/
Panjab University, Chandigarh

Subject: Disbursement of Contingent grant of CSIR Fellows under CSIR-HRDG Online Fellowship Management system (NEWFMS VERSION-2.0).

Sir/ Madam,

This has reference to circular no HRDG/Fellowship/Com/2022 dated 17.01.2023 on the subject cited above vide which it has been informed that contingent grant which is currently being paid to the fellows through host institutes shall henceforth be reimbursed to the fellows directly under DBT scheme on NEWFMS with immediate effect.

In continuation to above it has been further informed that all contingent claim reimbursement will be admitted as per the enclosed reimbursement form through NEWFMS (Copy enclosed).

It is therefore, requested that the concerned CSIR Fellows contingency reimbursement claim form (as per Annexure I), duly verified by the concerned supervisor as well as Head of the Department must be submitted to G & P Section. It may be noted that the supporting bills w.r.t. claim of contingency need not to be sent to G & P Section, as the same has to be retained by the Department itself for future reference and record.

Yours faithfully

S. K. Mahajan

31.3.23
Assistant Registrar (Accounts)

**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- Amount claim:

S. No	Invoice no.& Date	Item procured	Amount(Rs)	Remarks

5. Contingency grant is utilized as per the following:

- (i) Expenditure towards research related works (claim bills seen and verified);
- (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;

6. 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.

7. Certified that the expenditure of Rs... (Rupees.....) out of the payable contingency grant for the financial year..... has actually been incurred in accordance with the prescribed by CSIR HRDG fellowship guidelines.

(Signature of fellow)

(Guide/ Head of Department)

(Seal)

The claim bills/ invoices have been verified /admitted 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.

(Registrar/Principal/Director)

(Seal of University/Institution)