

Internal Notice to All CSIR Fellows Regarding Processing of Contingency Bills for FY 2025-2026

It is hereby notified to all concerned CSIR Fellows (CSIR, EMR-I) who are continuing (or continued during 2025-2026) research work to submit their Contingency Bill along with Reimbursement Form (Annexure VIII) as per CSIR's format (enclosed) (in typed letters, please avoid writing by hand) after it is duly signed (with seals) by all concerned persons for the F.Y. 2025-2026 at DPO section from 25th February to 06th March 2026 between 12 noon and 4:00 P.M.

Development & Planning Officer

University of Calcutta

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)