

**INDIAN STATISTICAL INSTITUTE**  
**203 Barrackpore Trunk Road**  
**Kolkata -700108**

**Office Order No.D.S./531 dated 23 August 2017**

In partial modification of the Office Order no. DS/035 dated 24 April 2017, (based on the recommendations of a Committee constituted by Office Order No. DS/2016-17/0846 dated February 23, 2017), the following guidelines regarding utilization of contingency grants and prize money by research fellows and students of various degree programmes of the Indian Statistical Institute will come into force with immediate effect:

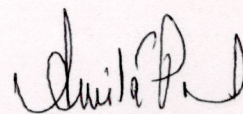
1. Expenditure related to the following will be reimbursed from the contingency grant/ prize money:
  - a. Photocopying
  - b. Printing
  - c. Postage and courier charges
  - d. Purchase of
    - i. books, including e-books related to course work (any book may be purchased with prize money);
    - ii. stationery items relevant to course work;
    - iii. computer peripherals (revenue items only, like keyboard, mouse, headphone/microphone, speakers);
    - iv. portable storage media (for example, Pen Drive, External Hard Disk, Memory Card, DVD-R, DVD-RW, CD-R, CD-RW, DAT Cartridge);
    - v. software related to course work.
  - e. Membership Fees for professional organisations.
  - f. Seminars/Workshop/Schools/Conferences
    - i. Within India: TA/DA and Registration fees.
    - ii. Outside India: Registration, Visa and Medical Insurance fees
  - g. Thesis related
    - i. Printing/photocopying/binding charges.
    - ii. Registration and Submission fees (for non-ISI submission).
  - h. Laboratory Consumable items.
  - i. Subscription/purchase of Journals not subscribed by the Library.
  - j. Publication fee or additional charges (e.g., overlength fee) for publication in journals.

This list will be reviewed from time to time.

2. The Initial Approving Authority is the Class Teacher, Supervisor or the Convener of the RFAC (whichever is applicable).



3. When approving a contingency claim bill, the initial approving authority shall verify that the items have been purchased by the student or research fellow.
4. All bills should be in the name of the student and have been issued in the appropriate financial year.
5. Books purchased should have the name of the student/research fellow written on their first page.
6. Identification number/Licence number of electronic items and software should be mentioned in the contingent claim form.
7. Since the annual contingency grant is given for the entire academic year, students/research scholars claiming reimbursement for expenses made in a financial year must ensure that their claim forms are submitted well in advance for processing to be completed by the 31<sup>st</sup> of March.
8. The unspent balance of the contingency grant at the end of any academic year will not be carried forward to the next year.
9. A student can make claims under his/her contingency grant only when he/she is getting full stipend at that point in time, that is, at the time of submission of bills, the student should be getting full stipend, bill dates should be in the appropriate financial year and the claim should be in the appropriate academic year. If stipend is restored, then the student becomes eligible again for making claims under his/her contingency grant.



( Amita Pal)  
Dean-of-Studies

Copy to :

1. Director
2. C.E. (A & F)
3. Associate Dean, Delhi Centre
4. Associate Dean, Bangalore Centre
5. In-charge, students' Academic Affairs, Chennai
6. Heads of all centres and units
7. Sri Amitava Mukherjee, Deputy C.E. (F)
8. Dean's Office
9. Director's Office