



INDIAN STATISTICAL INSTITUTE

DELHI CENTRE

Claim Form: Contingency Grant/Prize Money for Research Fellow(s)/Student(s)

Academic Year 20____ - 20____

Important Instructions

- 1 In any given academic year, claim for bills for the period from *date of joining/extension/starting date to the following March 31* MUST BE SUBMITTED by March 31. The dates on the receipts/Invoices/Cash Memos submitted MUST NOT fall outside this period
- 2 Claim for bills for the period from *April 1 to last extension date* MUST BE SUBMITTED by the *last extension date*. The dates on the receipts/invoices/cash memos submitted MUST NOT fall outside this period.
- 3 The submitted receipts/invoices/cash memos must be completely legible. The **name of the claimant** and the **date of purchase** must be clearly mentioned on it. Computer-generated receipts/invoices will be preferred.
- 4 Claims which violate the above instructions will be summarily rejected.

To
The Associate Dean
Indian Statistical Institute
7, S. J. S. Sansanwal Marg,
New Delhi – 110016

Respected Sir,

I, Mr. / Ms. _____

have made an expenditure of Rs. _____
(Rupees _____ only) for purchasing the following items (list of items given on the reverse) relevant to my research. The amount may kindly be reimbursed from my Contingency Grant and/or Prize Money of Rs. _____ for the period of _____ to _____. The Cash Memos/receipts/invoices are enclosed in original.

Date: _____

Signature of the Scholar / Student

Unit _____

For Office Use

Sanctioned Rs. _____
(Rupees _____ only)
and forwarded to the Students' Academic Affairs Office /the Accounts Officer, ISI, Delhi for making arrangement for the payment.

(Associate Dean, ISI, Delhi)

P. T. O.

LIST OF BOOKS / ITEMS ETC. PURCHASED

PARTICULARS					
Sl. No.	Name of the Book / Document	Author / Any other	Voucher / Invoice / Cash Memo No. & date	Amount	
				Rs.	P.
TOTAL:					

Enclo.: Invoice(s) / Cash Memo(s) / Voucher(s) etc.

Recommendation: The purchase of the above item(s) is / are recommended.

Date _____

**(Signature of the Class Teacher
Chair / Convener [RFAC] / Supervisor)**

N.B.: Recommending authority should put his / her signature on each Invoice(s) / Cash Memo(s) / Voucher(s) etc.