

# INDIAN STATISTICAL INSTITUTE

203, Barrackpore Trunk Road

Kolkata - 700108

**Office Order No. DS/ 2024-25/ 0943    dated    30<sup>th</sup> October, 2024**

In partial modification of the Office Order no. DS/531 dated 23 August 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 /research work (any book may be purchased with prize money);
    - ii. stationery items relevant to course /research work;
    - iii. computer peripherals (revenue items only, like keyboard, mouse, headphone/microphone, speakers, web cam, adapter, data cable, router etc.);
    - iv. portable storage media (for example, Pen Drive, External Hard Disk, SSD, Memory Card, USB Flash Drive, OTG);
    - v. software related to course /research work including Anti-virus Software,
  - e. Membership Fees for professional organizations and online courses;
  - f. Subscription of overleaf
  - g. Repairing Charges (including battery replacement) for Laptop and Desktop (if not provided by the Institute-with supporting documents)
  - h. Seminars/Workshop/Schools/Conferences/Field Work
    - i. Within India : TA/DA and Registration fees.
    - ii. Outside India : Round Trip Airfare (if exceed the approved Travel Grant amount), Visa and Medical Insurance fees, Registration & TA/DA (if exceed the approved Travel Grant amount)
  - i. Travelling allowances within India - Move to another city for Ph.D. Registration/ Transfer to another Centre of the Institute/Research Consultation with faculty member to other centre of the Institute (with proper document)/Visit to Co-supervisor;
  - j. Thesis related
    - i. Printing/photocopying/binding charges/plagiarism check.
    - ii. Registration and Submission fees (for non-ISI submission).
  - k. Laboratory Consumable items including Chemical Analysis (India or abroad), slide preparation, CT scan for natural samples;
  - l. Subscription/purchase of Journals not subscribed by the Library
  - m. Publication fee or additional charges (e.g., overlength fee) for publication in journals.



- n. Subscription to high-speed internet.
- o. Subscription of Cloud storage systems.

This list will be reviewed from time to time.

2. Before approving a contingency claim bill, please follow the office order no. DS/2022-23/1009 dated 2<sup>nd</sup> January, 2023.
3. The Initial Approving Authority is the Class Teacher, Supervisor or the Convener of the RFAC (whichever is applicable).
4. All bills should be in the name of the student/research fellow 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 by **7<sup>th</sup> of March**.
8. If student/research fellow purchase any items between starting date of the class/tenure to upcoming March, he/she must submit the contingency claim bill by 7<sup>th</sup> March and purchase between 1<sup>st</sup> April to end of semester/tenure, he/she must submit the contingency claim bill at the end of current semester/tenure.
9. The unspent balance of the contingency grant at the end of any academic year will not be carried forward to the next academic year.
10. 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.

*BPradhan*

(Biswabrata Pradhan)  
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. Head(s)/In-charge of all centres/branch and Hyderabad unit
7. Heads of all units (Kolkata)
8. Shri. Amitava Mukherjee, Deputy C.E. (F)
9. Director's Office
10. Office copy

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## DEAN'S OFFICE

**Office Order No. DS/2022-23/ 1009      Dated 2 January 2023**

Based on a concern raised by the Dean's Office related to processing of claims under contingency grants for the Research Fellows of the Institute, the respective Unit Offices of the Research Fellows are required to do the following:

1. maintain a register of items purchased from the contingency grant by each research fellow in the unit, in which details of the item purchased, like brand, model number, etc. or name of book and author in case of books, together with date of purchase and receipt/invoice number, are recorded;
2. check each receipt/invoice as well as the item purchased physically;
3. put a stamp saying "CHECKED" together with the unit stamp on the receipt/invoice if the purchase is found to be genuine, with the signature (with date) of the office staff performing the check;
4. put a stamp saying "Purchased from Contingency Grant" together with the unit stamp as well as the signature (with date) of the office staff performing the check, on the title page inside the book in case of book purchase.

The Offices of the Dean of Studies/Associate Dean/In-charge, Students' Affairs will entertain only those contingency claims which are accompanied by receipts/invoices which have been cleared by the respective unit offices in this manner.

All Scientific Units are requested to do the needful to ensure that this order can be enforced with immediate effect and is also made applicable to those claims that have been submitted but have not been processed till date by the respective offices.

This is being issued with the approval of the Director.

**Amita Pal**  
Dean of Studies (Officiating)