

F.No. IIITD/ACAD/PhD/2014/9853

17th Sep, 2014

Office Order No. 205/2014

Sub: Contingency entitlement to PhD Students

In supersession of the office order No. 147 dated 30th July 2011, the revised guidelines for contingency grant to PhD students are as below:

The PhD students getting Institute fellowship will be given Rs.10,000/- as contingency grant in the first year. From Second year onwards they will be given contingency grant based on the "grade" in their yearly review as follow:

S.No.	Grade	Entitlement
1	Excellent	Rs.20,000/-
2	Good	Rs.15,000/-
3	Average	Rs.10,000/-
4	Below Average or poor	Rs.5,000/-

*The unutilized contingency grant will be carried forward.

The grant can be utilized for reimbursement of expenses on:

1. Academic related expenses like purchase of books, photocopying, printing etc.
2. Membership fee/registration fee for presenting papers (including posters) at conferences, seminars etc.
3. Computer/laptop accessories, repair, warranty extension etc.

Reimbursement Process

- i. Request for reimbursement of expenditure on the prescribed form should be submitted through PI/Advisor to Academic Section along with the original bills.
- ii. Academic Section shall process the claim for reimbursement.

This is issued with the approval of the Competent Authority.


(Ashwani Kumar Kansal)
Registrar

Copy to (through email):

1. PGC Chair
2. All Faculty
3. All PhD students
4. Accounts Section
5. PS to Director
6. Office Order File