

Guidelines for utilization of Research grant/ Contingency of PMRF Candidates

- a) Support for travel, registration, accommodation and DA to participate in conferences, symposiums, workshops, seminars, training, short-term courses, fieldwork and other programs aiding the research work of the student. Support for International Conferences outside India available only after completion of SOTA. A PMRF candidate shall not be eligible for Institute support for conferences within India & abroad. Entitlement of travel, accommodation charges and DA would be as per prevailing rules for the PhD students of the Institute.
- b) Purchase of one PC/ laptop permitted once during the entire fellowship period.
- c) Purchase of one tablet/e-reader permitted once during the entire fellowship period.
- d) Purchase of one printer/scanner or All in one permitted once during the entire fellowship period.
- e) Payment of publication charges including color page charges, extra page charges.
- f) Life membership charges of professional bodies or societies. Limited to one membership of national and one international body in a academic year.
- g) Purchase of books, conference proceedings, e-books, reprints of research articles and journal subscription charges.
- h) Grant can be used for purchase of non- consumables/ consumables/ LTAS items related to their research.
- i) Unspent balances in a year shall be carried over to the next academic year.
- j) All items must be entered in the relevant stock registers of the lab/group/department, e.g. Non-Consumables items / purchases to be entered in NC register. LTAS items to be entered in LTAS register.
- k) All bills/ cover notes to be countersigned by the PhD supervisor and the Ph.D. student.
- l) Testing and analysis charges for facilities used within campus would be paid for directly by the accounts section to the concerned project in R&D.
- m) For direct purchases upto Rs.25000/, it would be possible to pay the vendor directly by filling the relevant form (PMRF-2).
- n) Institute accounting practices/ purchases manual to be followed for all purchases (Conformity with the GFR- 2017 rules as amended from time to time).
- o) Bills/Receipts to be submitted to the accounts section in the prescribed form (PMRF-1) within one month.
- p) No advance for purchases. However, travel advance for an international conference outside India may be given subject to a maximum of 80% of the costs involved or the remaining amount in the grant, whichever is lower.
- q) Scholars desiring to retain items under (b), (c) and (d) acquired from this grant, may do so at the end of the programme by paying 5% of the acquisition cost to the Institute account (provided it is more than 3 years old). For items less than three years old, the institute depreciation rules would be applicable.