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शैक्षिक विभाग
ACADEMIC SECTION

No. IITK/DOAA/2024-25/1812

June 04, 2025

OFFICE ORDER

Subject: Contingency Grant and Reimbursement Policy for FARE Fellows During Notice Period

This office order serves to clarify the policy regarding contingency grants and reimbursements for FARE Fellows during their notice period. In accordance with the financial guidelines of the FARE Fellowship Program, no contingency grants shall be sanctioned once a FARE Fellow enters their notice period. Furthermore, any previously submitted contingency bills that are in the process of reimbursement will also be halted, and no further action will be taken on their disbursement. This policy is essential to maintain consistency in financial administration and prevent procedural delays in fellowship disbursement.

Additionally, if a FARE Fellow submits their resignation after having submitted contingency bills, the processing of those bills will immediately cease, and no further action will be taken regarding their reimbursement. Fellows are advised to ensure that all financial claims are submitted well in advance, before initiating their resignation process, as failure to do so may result in the inability to claim or receive reimbursement for contingency expenses.

This directive has been implemented to streamline financial operations and uphold the integrity of fund disbursement within the fellowship program. It is essential that all fellows adhere strictly to these guidelines without exception. Compliance with these regulations will help ensure smooth administrative processes and avoid complications arising from last-minute financial requests.

Dean, Academic Affairs

Copy to:

- 1. Head of Department(s)**
- 2. Convener, DPGC, Department(s)**
- 3. Finance and Accounts**