



भारतीय प्रौद्योगिकी संस्थान, कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Kanpur 208016, Uttar Pradesh, India
शैक्षिक विभाग
ACADEMIC SECTION

No. IITK/DOAA/2025-26/PMRF-01
February 17, 2026

OFFICE ORDER

GUIDELINES FOR UTILIZATION OF RESEARCH / CONTINGENCY GRANT OF PMRF CANDIDATES

- 1) A PMRF scholar is eligible for 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. Support for International Conferences outside India available **only after completion of SOTA**. Entitlement of travel, accommodation charges and DA would be as per Annexure-1.
- 2) PMRF scholars are not eligible for institute travel support.
- 3) Purchase of one PC / laptop permitted once during the entire fellowship period.
- 4) Purchase of one tablet / e-reader permitted once during the entire fellowship period.
- 5) Purchase of one printer / scanner or All in one permitted once during the entire fellowship period.
- 6) Payment of publication charges including color page charges, extra page charges.
- 7) Life membership charges of professional bodies or societies. Limited to one membership of national and one international body in an academic year.
- 8) Purchase of books, conference proceedings, e-books, reprints of research articles and journal subscription charges.
- 9) Grant can be used for purchase of non-consumables/ consumables/ LTAS items related to their research.
- 10) No funds during the year / unspent balances at the end of the year from PMRF account will be transferred / carried to any R&D /LDA account (except user charges). However, the unspent balances at the end of the year shall be carried over and added to the next year student contingency.
- 11) Research grant and fellowship will be paid until the date of final Viva Voce Exam (Thesis Defence), start of Leave Till Defence or until the End of PMRF Tenure, whichever is earlier. However, the unspent research grant can be used within six months (from the PMRF end date till final Viva Voce Exam (Thesis Defence) or start of Leave Till Defence, whichever is earlier) only in a few cases listed in NCC guidelines.
- 12) **Maintaining of Contingency related entries:**

Department with PMRF Fellows should maintain separate stock registers (these registers should be different from the regular stock registers of the department and only be used for entries of PMRF fellows) as outlined below:

12.1 Department Level:

Stock Registers - The register should carry the title '**PMRF –**'

- **Non-Consumables Registrar** – Non-Consumables items / purchases.
- **Consumable Registrar** – Consumable items.
- **LTAS Registrar** – LTAS items.

12.2 Department with PMRF Fellows:

- (i) A separate folio-register should be opened and maintained for each PMRF Fellow.
- (ii) Each Folio-register contains the details such as contingency **opening balance** at the commencement of the Fellowship for respective Fellow. All the entries pertaining to date-wise purchase of the items should be entered and a running balance after deducting the total cost of the item should be maintained. The entry should be done irrespective of the category to which the item falls under i.e. Non-Consumables, Consumables, LTAS. This will help in ascertaining the current running / available contingency balance for each fellow at any point of time. At the end of the year the unspent balance along with the amount of the eligible contingency for the next year should be carry forwarded.
- (iii) The designated official, nominated by the Head of the Department, would take care of these data entry and verification related things as per institute rules.

13) Bills Related:

- (i) For all the purchases made under PMRF - The bills should be drawn as per the below mentioned details:

Favouring

:

**Central Stores & Purchase
Indian Institute of Technology, Kanpur
Kalyanpur
Kanpur – 208016
(Uttar Pradesh) - INDIA**

or

**Indian Institute of Technology, Kanpur
Kalyanpur
Kanpur – 208016
(Uttar Pradesh) – INDIA**

or

**Name of the student / Name of the Thesis Supervisor
Indian Institute of Technology, Kanpur
Kalyanpur
Kanpur - 208016
(Uttar Pradesh) - INDIA**

- (ii) All the bills / cover notes should be Institute's GST Number and should also countersigned by the PMRF Fellow and PhD supervisor for sending for further processing and payment to the concern Department / Section.

- 14) 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. For direct purchases up to Rs. 25000/, the payment may be done directly to the vendor by filling the relevant form (PMRF-2).
- 15) The Indenter for any purchase (in direct) could preferably be the PhD supervisor or HOD or HOD's nominee.
- 16) Clubbing of purchases is prohibited as per GFR-2017.
- 17) In the bulk order raised by the department for purchases, individual bill should be obtained from the vendor in respect of PRMF students.
- 18) Institute accounting practices/purchases manual to be followed for all purchases (Conformity with the GFR-2017 rules as amended from time to time).
- 19) Bills/Receipts to be submitted to the accounts section in the prescribed form (PMRF-1) within one month.
- 20) Advance for purchases is not allowed.
- 21) Retention of items under Points 3, 4 & 5 acquired from this grant is subjected to the prevailing institute norms.
- 22) All concerned students/departments should ensure to follow the above-mentioned guidelines. Exceptions (if any) should be brought to the notice of the concerned Head of Department for further clarification and necessary approvals.

GUIDELINES FOR UTILIZATION OF RESEARCH/CONTINGENCY GRANT FOR THE PURPOSE OF TRAVEL (PMRF)

1. It is mandatory for all registered PMRF Fellows to get prior travel approval if they would like to get supported through a PMRF/DOAA/DORD/Department grant and also not undertake travel unless the application has been duly approved.
2. Travel (within/outside India) advance may be given subject to a maximum of 80% of the costs involved or the remaining amount in the grant, whichever is lower.
3. Period for consideration for reimbursements:
 - **For travel within India, the fellows are eligible for Daily Allowance (DA)** only for the duration of the event, with coverage extending to a **maximum of one day prior and one day after the event dates**, provided the scholar is in transit on those days.
 - **For travel outside India, the fellows are eligible for Daily Allowance (DA)** only for the duration of the event, with coverage extending to a **maximum of two days prior to and two days after the event dates**, provided the scholar is in transit on those days.

(a) For travel within India, the scholars are eligible for the following rate

Mode	Max. Daily allowance (DA) to cover hotel, meal, local conveyance and other incidental expenses - ON PRODUCTION OF ACTUAL RELEVANT BILLS ONLY
Train (AC-II / AC-III / CC) Flight (economy)	INR 7500 or actual bills whichever is lower

Registration Fees: On actual basis

No DA is permissible if full hospitality (accommodation & food) is provided by the organizers/host institute.

(b) For International travel, the scholars are eligible for the following rates:

Mode	Max. Daily allowance (DA) to cover hotel, meal, local conveyance and other incidental expenses- ON PRODUCTION OF ACTUAL RELEVANT BILLS ONLY	
Train (AC-II / AC-III / CC) Flight (economy)	Asian (excluding Japan) and African countries	USD 100 or actual bills whichever is lower.
	Europe / US / Australia / Japan / South America.	USD 150 or actual bills whichever is lower

Registration Fees:- On actual basis

No DA is permissible if full hospitality (accommodation & food) is provided by the organizers/host institute.

4. **Documents for Travel Reimbursement: -**

- Registration expenses on actual basis
- Airfare (Economy Class only) along with the boarding passes
- Train Fare (AC-II / AC-III / CC)
- Visa Fees & expenditure related to Visa Travel
- Other admissible travel related costs
- Copy of Certificate of Participation

Please Note –

- *No reimbursement will be made for visiting tourist places, museum, purchasing items of personal nature etc.*
 - *No expenditure made in cash will be reimbursed. It is advised to kindly make the payments digitally so that in case where the auto bills etc are not available, the screen shot of the payment may be attached*
5. Eligible registered PMRF Fellows availing travel support are advised to follow the instructions issued by the Institution's prevailing norms on booking of Air/Train tickets. The guidelines for booking of Air tickets are mentioned in Annexure-2 (As per Office Memorandum No. 19024/03/2021-E.IV issued by Ministry of Finance, Government of India).
6. Subsequent to the participation, the student should submit the reimbursement claim to the Accounts Section with all the relevant supporting documents in original. The reimbursement should be claimed soon after the return, and **not later than two weeks after completion of the travel.**
7. Travel Related to Visa Appointments:
- Prior leave approval from the competent authority and a valid No Objection Certificate (NOC) are mandatory.
 - **If TA / DA is to be claimed for travel related to Visa Appointments only**, prior travel approval needs to be taken from concerned authorities.

This order shall be effective from the date of issuance only. No retrospective application or consideration shall be entertained in any circumstances.

This order is issued with the approval of the competent authority and supersedes any other earlier order(s) / guideline(s).



Dean, Academic Affairs

Copy to:

- 1) Directorate Office, IIT Kanpur
- 2) Deputy Director, IIT Kanpur
- 3) All Deans, IIT Kanpur
- 4) Heads of Departments/IDPs, IIT Kanpur
- 5) Joint Registrar (AA), IIT Kanpur
- 6) Webmaster, IIT Kanpur
- 7) Finance and Accounts, IIT Kanpur



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
DIRECTORATE

No. DIR/IITK/2022/OO-14

February 24, 2022

OFFICE ORDER

Reference: OM 19024/03/2021E.IV dated 31/12/2021 and 16/02/2022 (MoF) and F.No. 29-8/2022-IFD dated 10/01/2022 (MoE)

Subject: Modified rules regarding booking of tickets for air travel using government grants

Apropos to the privatization of Air India, the Government of India has modified the rules concerning booking of air tickets using government grants. The new guidelines are as given below:

1. Official air travel, both domestic and international, on government grants (including CPDA) can be made in private airlines.
2. Tickets should be purchased only through the following travel agencies:
(a) Balmer Laurie (b) IRCTC, and (c) Ashoka Travels.

The above guidelines are to be followed for LTC travel and for travel on project grants where GFR17 is applicable.



S. Ganesh
Deputy Director

Copy to:

1. Director
2. All Deans
3. All HODs /Section (s)/ Unit (s)
4. Registrar
5. Dy. Registrar (F&A)
6. Dy. Registrar (Admin)
7. SE, IWD

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 16th February, 2022

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Air Travel on Government account.

The undersigned is directed to refer to this Department's O.M. dated 31.12.2021 regarding booking of air tickets on Government account after disinvestment of Air India through three authorized agencies viz. Balmer & Lawrie, IRCTC and Ashok Travels. Several references have been received in this Department seeking clarification regarding booking of air tickets for Domestic and International travel by private airlines in view of the disinvestment of Air India.

2. It is clarified that the air travel on Government account both Domestic (including LTC) and International travel can be made by private airlines. Tickets shall be purchased only through the above three authorized agents.

3. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).



(Nirmala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.

F.No.29-8/2022-IFD
Government of India
Ministry of Education
Department of Higher Education
(Integrated Finance Division)

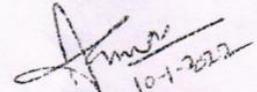
Dated 10th January, 2022

Sub: Modification of instructions regarding Booking of Air Tickets on Government Account
- Reg.

In view of the decision of the Government for disinvestment of Air India, Department of Expenditure, Ministry of Finance has issued modified instructions vide O.M.No.19024/03/2021-E.IV dated 31st December, 2021 with regard to booking of Air Tickets for air travel wherein the Government of India bears the cost of air passage.

2. These instructions shall be effective from 01.01.2022. Therefore, all BHs of the Department of Higher Education are requested to bring the modified instructions of the DcE (copy of the O.M enclosed) to all the Autonomous/Statutory Bodies, agencies under their control for strict compliance.

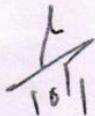
Encl : as above


(Anil Kumar)
Director (Fin)

All Bureau Heads, D/o Higher Education

Copy for information to : i) PPS to Secretary (HE)
ii) Sr.PPS to JS&FA

All Div / DS


10/1

DS (TE/TE)


12/1/22

Do (Te)

No. 19024/03/2021-E.IV
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi.
Dated the 31st December, 2021

OFFICE MEMORANDUM

Subject: Modification of instructions regarding Booking of Air Tickets on Government account.

The undersigned is directed to refer to extant orders of this Department whereby in all cases of air travel where the Government of India bears the cost of air passage, the officials concerned are to travel by Air India only and air tickets are to be purchased directly from Air India or by utilizing the services of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited (BLCL), M/s Ashok Travels & Tours (ATT) and Indian Railways Catering and Tourism Corporation Ltd. (IRCTC).

2. In view of the decision of the Government for disinvestment of Air India, it has been decided that in all cases of air travel where the Government of India bears the cost of air passage, air tickets shall be purchased from the three Authorized Travel Agents viz.

- i) M/s Balmer Lawrie & Company Limited (BLCL),
- ii) M/s Ashok Travels & Tours (ATT)
- iii) Indian Railways Catering and Tourism Corporation Ltd. (IRCTC)

3. The travel agents are expected to provide to the Govt. employees the '**Best available fare**' on the date of booking on the basis of tour programme as per their entitlement.

4. The choice of the travel agent for booking of ticket from those in Para 2 is left open to the Ministry/Department. Tickets may be arranged by the office or may be booked by the employee himself. No agency charges will be paid to booking agency i.e. any of the three Authorized Travel Agents viz. M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering and Tourism Corporation Ltd.

5. All Mileage Points earned by Government employees on tickets purchased for official travel shall continue to be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purpose of private travel by an officer will attract Departmental action. This is to ensure that the benefits out of official travel which is funded by the Government should accrue to the Government. The travel agents shall inform about accrued mileage points to the Ministry/Department on quarterly basis.

6. In case of unavoidable circumstances, where the booking of ticket is done from unauthorized travel agent/website, the Financial Advisors of the Ministry/Department and Head of Department not below the rank of Joint Secretary in subordinate/attached offices are authorized to grant relaxation.

7. To ensure timely payment of air ticket to the travel agents, to confirm the performance of journey, the employee has to submit a certificate/undertaking in prescribed proforma (enclosed as Annexure-1) within 7 days of completion of journey. TA bill may be submitted later as per the existing rules.

8. All Ministries/Departments are directed to ensure strict compliance of the order and to widely circulate this O.M. in all offices including attached/subordinate offices/ autonomous bodies under their control.
9. These orders shall be effective from **01.01.2022**.
10. This is issued with the approval of the Finance Secretary & Secretary (Expenditure).


(Nirmala Dev)
Director

To,

All Ministries/Departments of the Government of India as per standard distribution list.

Copy : O/o C&AG, UPSC etc. as per standard endorsement list.