

Indian Institute of Technology Kanpur

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 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 or defense date, 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 –**'

- (i) **Non-Consumables Registrar** – Non-Consumables items / purchases.
- (ii) **Consumable Registrar** – Consumable items.

- (iii) **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.

- 15) For direct purchases up to Rs. 25000/, the payment may be done directly to the vendor by filling the relevant form (PMRF-2).
- 16) The Indenter for any purchase (in direct) could preferably be the PhD supervisor or HOD or HOD's nominee.
- 17) Clubbing of purchases is prohibited as per GFR-2017.
- 18) In the bulk order raised by the department for purchases, individual bill should be obtained from the vendor in respect of PRMF students.
- 19) Institute accounting practices/purchases manual to be followed for all purchases (Conformity with the GFR-2017 rules as amended from time to time).
- 20) Bills/Receipts to be submitted to the accounts section in the prescribed form (PMRF-1) within one month.
- 21) Advance for purchases is not allowed.
- 22) Retention of items under Points 3, 4 & 5 acquired from this grant is subjected to the prevailing institute norms.
- 23) 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.

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ANNEXURE-1

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

1. All travel allowances can be allowed only after the prior approval for travel support. The necessary travel support form is to be filled out to obtain the prior travel approval.
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. The travel bills should be submitted in the prescribed form within 15 days after completion of the travel.
4. For travel within India, the scholars are eligible for the following rates:

Mode	Max. Hotel tariff per day on production of bill	Max. Food bill Per day on production of bills (or DA)*	Local Conveyance[§]
AC II (Train) /Flight (economy)	Rs. 2438/- or Actual bills whichever is lower	Rs. 1000/-	As per actual bills

*No DA is permissible if full hospitality is provided by the organizers/host institute

[§]Only Journey performs from Institute to Railway Station/Airport and from destination Railway Station/Airport to Venue will be reimburse subject to submission of actual bills.

5. For International conference travel outside India, bills will be reimbursed as per the actual bill submitted subject to the approval of the Competent Authority. The scholars are eligible for the following rates for the days of conference plus two days subject to maximum of eight days:

Mode		Flight (economy)
Max. Daily allowance (DA) to cover hotel, meal and other incidental expenses	Asian (excluding Japan) and African countries	USD 100 or actual bills whichever is lower
	Europe / US / Australia / Japan / South America	USD 130 or actual bills whichever is lower

No DA is permissible if full hospitality is provided by the organizers/host institute

If the organizers reimburse boarding and lodging expenses, then no DA is admissible