

**Rules and Regulations regarding reimbursement against Contingency Grant for SRA/JRA under TEQIP Phase II, University of Calcutta**

The contingent grant may be utilized for consumables or other materials and out-sourced technical jobs essentially required for research. It may also be utilized for tours and travels undertaken as an essential part of research work.

Contingency bills are to be submitted quarterly, starting from December 2012. The bills should be serially numbered. The summary sheet should contain the particulars and cost against each serial number and the total reimbursement claimed for the quarter should be added. The summary sheet should be signed by the Research Scholar and his/her supervisor. Each bill should be signed by the research scholar.

Bills should be in the form of 'cash memo' or 'cash receipt'. Expenditures made against 'Approval Slips' will not be reimbursed. In cases where receipts are not available, the reimbursement claim may be made by Vouchers signed by the scholar and his/her Supervisor.

The format of the summary sheet will be as follows:

**Summary Sheet for Reimbursement claim for SRA/JRA under TEQIP Phase-II, CU**

Bill for Quarter ending	<input type="checkbox"/> March	<input type="checkbox"/> June	<input type="checkbox"/> September	<input type="checkbox"/> December
Name				
Department				

  

Sl.no.of bill	Particulars	Amount
1.		
2.		
..		
..		
Total		
Total Amount in words:		
Signature of scholar	<hr style="border: none; border-top: 1px solid black;"/> <i>Signature</i> <span style="margin-left: 150px;"><i>Date</i></span>	
Endorsement by Supervisor	<hr style="border: none; border-top: 1px solid black;"/> <i>Signature</i> <span style="margin-left: 150px;"><i>Date</i></span> <span style="float:right; margin-right: 50px;"><i>Official Stamp</i></span>	