

# 16 Utilisation of the Contingent Grant

---

## 16.1 Contingent Grant

**16.1.1** The contingent grant of ₹ 10,000/- per academic year will be paid to the senior fellows towards the cost of experimental material, books required for the study as prescribed by the Chairperson/Professor of the student and for preparation of thesis and study tour. The students holding junior fellowship will be eligible for the payment of contingent grant of ₹ 6,000/- per academic year for meeting the expenditure on study tours, experimental materials, purchases of books and preparation of thesis.

**16.1.2** While utilising the contingent grant due care should be taken to keep adequate provision for the purchase of recommended books, thesis preparation and purchase of special chemicals etc. In this context, the following guidelines may be observed:

### Ph.D. Purpose

Ist year	Purchase of books and special chemicals.
2nd year	Purchase of books and special chemicals.
3rd year	Purchase of books, special chemicals and thesis preparation.

### M. Sc.

1st year	Purchase of books and special chemicals.
2nd year	Purchase of books, special chemicals and thesis preparation.

Note: The contingent grant can be utilised for general requirement of students in the Division in consultation with the Professor and Chairperson of the concerned student keeping in view the availability of funds and the individual student's

own requirements for books, tour, thesis preparation and other contingent expenditure on special chemicals etc.

**16.1.3** In the beginning of each academic year, Post Graduate School will send an expenditure statement showing the amounts spent under the contingent grant and the balance amount available in respect of each student to Professor of the discipline concerned so that he can ensure that the amount is spent equitably and sufficient funds are available for preparation of the thesis

**16.1.4** In no case, the total contingent expenditure per fellow will be allowed to be more than the provision indicated in Para 16.1.1 above.

**16.1.5** The contingent amount left unspent at the end of the year of fellowship tenure could be spent in the subsequent year in addition to the provision for that year (subsequent year). The year for this purpose is to be reckoned from the date and/or month of award of the sanction.

**16.1.6** Any tools, equipment, laboratory supplies, animals and any other items of non-consumable nature purchased out of the contingent grant for use of the fellows will become the property of the Division after the completion of his/her study.

**16.1.7** On termination of fellowship, books and publications purchased out of the contingent grant will become the property of the fellow concerned.

**16.1.8** The academic year for the purpose of availing of contingent grant will be reckoned from the beginning of August of the year of admission to the end of July of the following year, irrespective of the date of issue of sanction of other award.

**16.1.9** Students may be provided full reimbursement of their contingent bills subject to the availability of balance in their respective accounts and sanctioned by the competent

authority for the full tenure/extended period of their study without making proportionate deductions for the left out period after their final *viva-voce* examination subjected to the condition that the final bills are submitted by them to the Post Graduate School within the period of 15 days from the date of their final *viva-voce* examination.

**16.1.10** A Division desirous of purchasing chemicals, equipment, glass apparatus etc., from out of contingent grant should procure the same in accordance with the normal procedure followed for all divisional purchases of stores item and the pre-receipted bills be sent to the Dean's Officer after recording the prescribed certificates on the body of the bills as in the case of normal divisional purchases. The expenditure involved in such cases should be deducted against respective student's contingent grant and the particulars of the student for whom the item has been purchased by the Division should be indicated on the body of the bill to enable the Dean's office to book the expenditure accordingly in the student's individual ledger.

**16.1.11** The Post Graduate students may be permitted to have their field experiments/trials etc. done on contractual basis in case of non availability of departmental staff. However, the expenditure on this account should be met out of the contingent grant of the concerned student.

**16.1.12** The students of Agricultural Statistics and Computer Application are authorised to purchase computer consumables, such as floppy discs, computer discs, pen drives etc. worth ₹ 1,000/- per annum for M.Sc. and ₹ 1,500/- per annum for Ph.D. students.

## **16.2 Purchase of Books**

**16.2.1** Re-imburement of expenditure towards purchase of books, publications and for preparation of their thesis from out of the contingent grant will be made only on production of vouchers/cash memos etc. in duplicate to the Dean's office after incorporating the following certificates in each copy of the vouchers/cash memo etc. by the Chairperson and Professor of the student:

(i) Certified that the amount as shown in the cash memo/paid receipt has actually been spent

by me towards purchase of books/preparation of thesis/Research work/ Publication /Registration etc. Also certified that all material for which cash memo/paid receipt is presented is in my possession.

(Signature of student with date)

OR

Certified that the material as shown in the bill/ pre-receipted bill has been received by me and is in my possession and will be utilised for preparation of thesis/research work/publication/purchase of books etc. connected with my studies at IARI. Amount shown in the bill may, therefore, be paid to the firm concerned directly.

(Signature of student with date)

(ii) Certified that the amount as claimed and utilised for the purpose as shown in the voucher is an essential requirement for his/her research work and the student has purchased only the recommended items in fulfillment of his/ her research work.

(Signature of the Chairperson with date)

(Signature of the Professor with date)

**16.2.2** The books not related to the research or course work of the students will not be purchased from contingent grant. The students should prepare the lists of books proposed to be purchased by them and get them approved from the Professor before the books are purchased. The Professor should ensure that a uniform policy is followed in the matter of purchase of books by the students and no deviations are permitted in the selection of books.

If essential, the photocopies claims upto a maximum of ₹ 1,000/- and stationary items upto ₹ 1,000/- in the tenure of studies is reimbursable to the student from their contingency.

**16.2.3** Fellows are required to purchase books from bonafide booksellers only, who are members of the Delhi State Book-Sellers' Association, the list of which is available in the IARI Library.

**16.2.4** Fellows are required to produce books along with the cash memo to the Post Graduate School Officer for physical verification of books and embossing the prescribed stamp on the books.

**16.2.5** The students can purchase calculators, books, Atlas, dictionary etc. prior to the date of their proposal for submission of thesis or three months before submission of thesis, whichever is earlier. Thereafter, no such claim will be entertained for reimbursement by the Post Graduate School Office.

**16.2.6** As the pocket calculator is an essential requirement and will be useful to the fellows for training and research in future, there should be no objection in permitting the students to purchase pocket calculator at a cost not exceeding ₹ 500/- which they can retain with them. The student can purchase Atlas or dictionary not exceeding a total cost of ₹ 500/- for both.

### **16.3 TA/DA for Study Tour**

**16.3.1** The expenditure on study tours will be met out of the TA head of contingent grant. For journeys undertaken in this regard during the tenure of the scholarship/fellowship, the scholars/fellows will be paid travelling allowance at the following rates:

- (i) For journey by rail: One IInd class single rail fare both ways by shortest and convenient route. Reservation, sleeper and super express charges are admissible over and above the 2nd class rail fare for both study tours and for joining the Institution and return journey to home on completion of course.
- (ii) Journey by road: Before or in continuation of rail journey or for journey by road between places not connected by train, TA will be paid at actual cost of road travel by public conveyance. Whenever the road journey is performed between places connected by rail, TA for the road journey will be paid at the actual cost of bus fare limited to 2nd class rail fare.
- (iii) Journey by road in hill areas: Whenever a road travel is undertaken for study tours in connection with their approved course of study in hill areas only, where railway facilities do not exist, fellows will be paid TA for hill journey only at the rates equal to one actual single fare by public bus or ₹ 0.50 per kilometer or journey by motor cycle/scooter.

**16.3.2** Return journey ticket wherever admissible should be availed of on all study tours.

**16.3.3** Scholars/fellows are required to indicate ticket number of their railway journey, while submitting their TA bills and are also required to produce tickets, in support of their actual bus journey wherever claimed for in hill areas and in plains.

**16.3.4** No travelling allowance will be admissible for journey undertaken within 8 km radius of this Institute.

**16.3.5** The scholars/fellows will be entitled for daily allowance @ ₹ 50/- per day limited to 50 days in a year.

**16.3.6** The students can avail reimbursement of TA for study tour subject to a maximum ceiling of ₹ 2,000/- per year on production of original tickets. Considering that the monetary ceiling of ₹ 2,000/- may not be sufficient in some cases where intensive study tour is required by the students in some disciplines like Agricultural Economics and Agricultural Extension etc., the power to approve reimbursement of expenditure on TA/DA to the students out of their contingent grant may be exercised by the Dean on the merit of the case.

### **16.4 Payment of Fees**

**16.4.1** No fees and other charges of the Institute which are required to be paid by the fellows would be met from the contingent grant.

**16.4.2** However, the scholarship/fellowship holders will get reimbursement of registration fee for attending/participation in Symposium organized by Scientific Societies/International Congresses/Seminars etc. up to ceiling of ₹ 500/- and ₹ 1,000/- in respect of M.Sc. and Ph.D. students, respectively in an academic year. However, in any case, the registration fee reimbursable during the entire period of tenure of scholarship/fellowship would not exceed ₹ 500/- and ₹ 1,000/- in respect of M.Sc. and Ph.D. students respectively. This reimbursement will be admissible only if the full justification for attending the seminar/conference etc. has been furnished and approval of the Dean obtained in advance.

## **16.5 Preparation of Thesis**

**16.5.1** A maximum of ₹ 5,000/- for Ph.D. and ₹ 2,500/- for M.Sc. students holding scholarship/fellowship other than ICAR Fellowship will be available for preparation of thesis during the tenure of the scholarship/fellowship. However, the ICAR Junior/Senior Fellowship holders will be eligible to get reimbursement of ₹ 2,500/- only for preparation of their thesis.

**16.5.2** The contingent grant is not intended for meeting the expenditure on furniture, payment of labour charges for field experiments etc. Items like towels, buckets, locks, pen etc are not covered as

research items and cannot be purchased out of contingent grant. Essential photocopies claims up to a maximum of ₹ 1,000/- and stationery items up to ₹ 1,000/- in the tenure of studies is reimbursable to the student from their contingency.

According to ICAR guidelines, the contingent grant will be used for supporting purchase of chemicals, glassware and other items required for research work. A maximum of ₹ 2,500/- in the first year could be utilised for purchase of books and ₹ 2,500/- for preparation of thesis. The remaining contingent grant would exclusively be utilized for contingency connected with conduct of research work.