

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान
(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088, भारत



International Institute for
Population Sciences

(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai-400 088, INDIA

No.IIPS/EC-1/IO- 622 /2021

July 27, 2021

NOTICE

All Ph.D Students are hereby informed to note the following guidelines regarding contingency claim to be effective from August 01, 2021:

- (i) Students will have to take approval for expenditure above Rs.500/-. The prior approval application may be routed through their respective Guide and shall be submitted to the Academic Section/Exam Cell for obtaining approval from the concerned authorities. The prior approval application form can be downloaded from the website.
- (ii) At the time of submission of contingency claim, GOI students will have to fill up the contingency claim form available on IIPS website, and UGC students will have to download the utilization certificate available on UGC website, and forward it alongwith the expenditure statement form. The contingency claim should be attached with all the bills in original and prior approval for each claim. The bills should be self-attested by the students.
- (iii) A Ph.D Student is required to submit the contingency claim along with all the necessary documents after completion of one year in the month of January and July irrespective of the date of their joining. A student whose joining date falls between July to December will submit contingency claim in the month of January and student whose joining date falls between January to June will submit contingency claim in the month of July.
- (iv) Student may also note that they will be eligible for contingency claim as per the guidelines of IIPS Ph.D Contingency Rules.


(Sudarshan Bhadra)
Assistant Registrar (Acad.)

Checklist for GOI students:		Checklist for UGC students:	
i.	Contingency Claim Form	i.	Utilization Certificate
ii.	Bills in original (self attested)	ii.	Bills in original (self attested)
iii.	Prior approval for each claim	iii.	Prior approval for each claim
		iv.	Expenditure Statement

Forms available on IIPS website:

- (i) Contingency Claim Form for GOI students
- (ii) Format for Statement of Expenditure for UGC students
- (iii) Prior approval form for utilization of contingency grant
- (iv) Rules for Contingency Claim

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CLAIM FORM FOR CONTINGENCY GRANT FOR PHD STUDENTS
REGISTERED UNDER GOI FELLOWSHIP

FORM A

Name of Student:	Course : Population Studies/Biostatistics & Demography
Date of Joining:	Enrolment No.
Date of Concept note approval:	Date of Proposal Presentation:
Duration of present extension tenure	Contingency claimed for
From..... To.....	1 st / 2 nd /3 rd /4 th Year

Expenditure details given below:

Sr. No	Type of Expenditure	Name of the vendor	Invoice no.	Date	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Total				

I have attached prior approval for above expenditure. Contingency claim have been submitted for the extension period from to..... for First/Second/Third/fourth year. It requested to kindly approve admissible contingency grant as per rule.

(Signature of the candidate with date)

Name: Mr. / Ms. _____

Mobile No: _____

Email: _____

Payment for contingency grant is recommended / not recommended.

Signature and Name of the Guide/Supervisor

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OFFICE USE ONLY

As per IIPS Ph.D rule, claim of the Student is admissible/ not admissible. Student is entitled for Rs. contingency grant for the period from..... to..... for First/Second/Third/fourth year

Academic Section

Remark

Remark

Assistant Registrar (Acad.)

Ph.D Coordinator

Approved / Not Approved

Director & Sr. Professor, IIPS

List of Enclosures:

i. Bills of Purchase/Repair of laptop in original	ii. Bills/ tickets/ boarding pass reg. travel for conf./ research/ workshop./etc.	iii. Participation certificate of conference/workshop/seminar, etc.
iv. Any foreign transaction, the details should be produced in INR		
Bills should be in original, online bills should be in proper order with correct invoice number, tax deductions, date and name of the student		

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FORM B

FORM FOR OBTAINING PRIOR APPROVAL FOR UTILIZING CONTINGENCY
GRANT

Name of the Student	
Course	
Joining Date	
Fellowship Type	
Period of Contingency Claim	1 st year/2 nd year/3 rd year/4 th year/5 th year
Purpose for which prior approval is required	
Amount (approx..)	

Signature of the Student: _____

Name of the Student: _____

Date: _____

Recommended/Not Recommended Remarks	
Name of the Supervisor/Guide	
Signature	

Date: _____

Forwarded to:
Academic Section

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Expenditure details given below: (To be attached with Utilization Certificate Form for PhD students registered under UGC fellowship)

Sr. no.	Type of Expenditure	Name of the vendor	Invoice no.	Date	Amount
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
	Total				

Name of the Student: _____

Signature : _____

Date: _____

Name & Signature of the Guide: _____

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Rules for utilisation of contingency grants admissible to Ph.D Students at IIPS

- i) The contingency grant of Rs. 10,000/20,500 per annum for scholars in Population Studies may be utilized on books, journals, photostat copies, hiring computer time, micro-films, typing, stationery, postage, field-work, travel, needed in connection with approved research project with approval of the concerned guide, and the Director. The expenditure on stationery and postal charges should not exceed 20% of the grant.
- ii) Contingency grant is not intended to meet expenditure on stationery items such as; pen, pencils, folders, file, cover, carbon paper, etc. and furniture items or items normally provided by the Institute or for payment of examination and other fees.
- iii) The books purchased out of the contingency grant will be entered in the accession register of the Library of the Institute and then the books will be issued to the research fellow for their personal use and same need not be returned to the Institute.
- iv) The non-consumable articles purchased out of the contingency grant will be entered in the stock register of the Store of the Institute and then the articles will be issued to the research fellow so as to ensure that on expiry/termination/relinquishment of fellowship the articles are returned to the Institute.
- v) For all expenditure out of the contingency grant, a certificate from the guide to the effect that the expenditure incurred is in furtherance of the approved research project is necessary.
- vi) Travel allowances for approved field work/travel in connection with the research work will be admissible out of the contingency grant according to rules of the Institute.
- vii) The contingency grant of the fellowship tenure may be availed in yearly instalments from the date scholar joins the programme subject to fulfilling of conditions as stated in previous paras.
- viii) The amount remaining unspent out of the first annual contingency grant can be carried forward and utilized in the second year of the award only and thereafter only the annual provisions for contingencies may be utilized with no carry forward of any unspent balance.
- ix) The bills for purchase of books/non-consumable stationery items will only be passed on production of certificate from library/stores to the effect that the items have been duly entered in the accession/stock registers.
- x) Print out charges.
- xi) Thesis photocopy (colour as well as B/W) and binding.
- xii) Registration fee, accommodation, travel to conference (related to Ph.D. thesis and in case it is not available from the conference).
- xiii) Expenses of Library visit to any other university (travel, accommodation (hostel/hotel) and local transport).
- xiv) Stationery: A4 size papers.
- xv) Computer accessories: External hard disk and pen drive.

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- xvi) Repair of laptop and anti-virus.
- xvii) For primary data collection: For primary data collection in Districts other than home town, reimbursement of accommodation charges (Hostel/Lodge/Hotel) is possible, subject to obtaining prior approval of the Director in principle. However, the amount of claim is limited to actuals or Rs. 505/-, Rs. 405/-, Rs. 330/- and Rs. 225/- per day for A1, A, B1 and other cities, respectively, whichever is less.
- xviii) Hiring charges of field instruments if any such as weight machine, height tape, voice recorder, etc. for qualitative field work.
- xix) Director's prior approval should be obtained for any expenditure requiring a sum of Rs. 500/- and above.
- xx) If any student is found to have misused the grant in any manner whatsoever or submitted fake bills, his/her registration/fellowship grant shall be terminated forthwith, without any further notice.
- xxi) **Fellows are required to submit the contingency claim for each year and no claim will be considered after completion of fellowship period.**