



**भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर**  
**INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  
शैक्षिक अनुभाग /Academic Section

कार्यालय आदेश सं./ Office Order No. 257 /2024 दिनांक /dated- 10.06 .2024

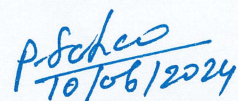
**Sub : Revised guidelines for Utilization of Contingency Grant for Research Scholars**

The undersigned is directed to convey that the Competent Authority has approved the following guidelines for utilization of contingency grant for Research Scholars of the Institute. Research Scholars can avail Contingency grant of **₹1.0 Lakh** for 5 years duration. They can use this grant as an additional to attend conferences abroad. The contingency grant can be used for :

- Attending of conferences/symposiums/ workshops/seminars/training /short-term courses/ fieldwork /Data collection within India.
- Printing of thesis as well as for any other contingency expenses towards thesis submission.
- Purchase of computer peripherals (Ceiling of **₹5,000/year**)
- Student membership charges (every year) of professional bodies or societies, limited to one membership.
- Use of contingency amount for attending conferences abroad as an additional grant.
- Expenditure towards research related work.
- Lodging and Boarding charges would be admissible up to **₹2000/-** per day during Conference/Workshop etc. period. In case lodging is provided by the host institute, food charges will be admissible up to **₹500/-** per day only.
- Food charges during the journey period in the train would be admissible up to **₹500/-** per day only.
- All items must be entered in the relevant stock registers. All bills to be countersigned by the Ph.D. supervisor and the Ph.D. student.
- All the purchases are to be carried out as per the rules and regulations of the latest general financial rule of the Government of India.
- The concerned school need to maintain utilization records for contingency grant for the entire five-year period. Contingency claim form should include the remaining balance available in the specific student's contingency grant.
- Bills should be submitted directly to the Accounts Section with the recommendation of supervisor and approved by HoS.

The existing students will avail the prorata basis contingency grant during the tenure at the Institute.

This will come into force with immediate effect.

  
उप कुलसचिव (शैक्षणिक)/ Dy. Registrar (Academics)

प्रतिलिपि /Copy to:

1. All Deans/HoS/Faculty members through email
2. All Research Scholars through email
3. AR (F&A) – For necessary action
4. Academic Section (Ph.D.) for updating of Ph.D Regulation
5. Office Order file