



DELHI TECHNOLOGICAL UNIVERSITY

(Established by Govt. of Delhi vide Act 6 of 2009)

(formerly Delhi College of Engineering)

Shahbad Daulatpur, Main Bawana Road.

Delhi – 110042

Application for Research Contingency Grant.

I have been working as Research Scholar in the Department of Since..... under the supervision of..... I am submitting here with vouchers signed by me & duly certified by the supervisor amounting of Rs..... towards my research contingency grant for 12 months (....../...../.....) to (...../...../.....) against the amount, which is within prescribed limit of Rs. 20,000/-

The details of the vouchers are as follows.

Voucher S. No.	Bill No.	Amount (in Rs.)	Bill Date	Stock Entry(Pg. & S. No.)	Voucher S. No.	Bill No.	Amount (in Rs.)	Bill Date	Stock Entry(Pg. & S. No.)
1					8.				
2					9.				
3					10.				
4					11.				
5					12.				
6					13.				
7					14.				
		Total Rs.							

S. No.	Head	Items	Claimed Amount (in Rs.)	Admissible Amount (in Rs.)
1	Books/Stationary	Books, Journals subscriptions, magazines, photocopy, printouts, various stationary items		
2	Conference	Conference fee, membership of society, publication fee		
3	Consumables	Chemicals, Biological kits, Glass wares, Plastic wares, software, spare parts of machines, repair of machines proto type machines, small electrical and electronics items, electrical repairs.		
4	Computer Peripherals/accessories	Computer/laptop accessories, pen drive, hard disk, cartridges, any computer/laptop related miscellaneous items, computer power backup/UPS		
5	Research and Development	Experiments/Research work/Procedure/Date fee, any fabrications, outsource testing, Experimental data, characterization fee, spectroscopic data charges etc.		
06	Travel	Any travel related to research work/field visits/conference within country, 3 rd AC rail fare, taxi/auto fare		

*Reference Order No.F. No. DTU/32/AC/2013/1161 dated 05.09.2014

General Financial Rule 154: Purchase of goods without quotation

Purchase of goods upto the value of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) on each occasion may be made without inviting quotations of bids on the basis of a certificate to be recorded by the Competent Authority in the following format:

CERTIFICATE

“I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier of a reasonable price.”

Signature of Research Scholar_____

Signature of Supervisor:_____

Name of Research Scholar: _____

Name of Supervisor _____

Date_____

Date_____

Note:- The above GFR 154 statement must be mentioned by Research Scholar on individual bills duly signed by research scholar and Supervisor also.

This to certify that:

1. My bank account No. as per record is.....Name of Bank
..... IFSC Code.....
2. The Claims made against the bills have not been claimed earlier by the undersigned, If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.
3. The claims pertaining to the period does not breach the ceiling limits prescribed by sourcing organization/DTU.
4. The bills have been entered in the stock register being kept in the respective department and is duly approved by Supervisor/ respective HoD(s).
5. I do not have any pending dues against my name, which includes fees of previous years.

You are requested to reimburse the aforesaid amount at the earliest.

Yours truly,

Signature of Ph.D R/Scholar/Candidate.....

Name

Roll No.

Department of

Signature of Supervisor.....

Name of Supervisor

Department of

Head of the Department

Department of

Verified by Dealing Assistant.....

S.O. (Academic PG)

.....
Dean PG (Academic –PG)