



-DELHI TECHNOLOGICAL UNIVERSITY
(Formerly Delhi College of Engineering)
Shahbad Daulatpur, Main Bawana Road, Delhi-42
Academic PG

F.No. 105-114/Acad-PG/Revised Contingency/2024/2065-70

Dated:- 25/02/2025

Guidelines for Contingency Grant for DTU Ph.D Fellowship

(This scheme shall be applicable for the candidates registered in PhD program with DTU Fellowship as on academic year 2024-25)

The tenure of DTU fellowship is total of five years under the DTU Fellowship scheme and there is no further provision of extension. The amount of fellowship will be Rs. 40,300/- pm, for the research scholars admitted under DTU Fellowship. An annual contingent grant of Rs. 20,000/- is provided to the Full Time Research Scholar on reimbursement basis.

The guidelines for utilization of the contingency grant are detailed here along with reimbursement claim form and Utilization Certificate.

- Supervisor/ Head of Department shall verify and recommend the expenditure and ensure that the accounts should be maintained by the research scholar on ledger type system. The research Scholar and the Supervisor shall be responsible for the proper upkeep of the Bills/Vouchers for the contingency grant claimed. University reserves the right to inspect or call for the Bills/Vouchers if required.
- The Supervisor of Research Scholar must ensure that the Utilization of contingency grant is made for the expenditure towards research related work in concurrence with the Head of the Department.
- At the end of each financial year. the Head of the department will submit to Academic branch an audited statement of accounts of the contingent grant showing item wise breakup of expenditure. The Finance Officer of the University should countersign the audited statement of accounts. A utilization certificate to the effect that the amount of contingent grant was spent for the purpose for which it was sanctioned should also be sent by Head of the Institution.
- Further, request (claim) for reimbursement of contingency grant of the previous financial year(s) will not be entertained.
- The Utilization Certificate duly approved by the Accounts Branch is annexed at Annexure A.

This issues with the approval of the Competent Authority.


(Prof. Rinku Sharma)
Dean (Academic-PG)

Copy to:

1. P.A. to the VC for kind information of the Hon'ble Vice Chancellor, DTU.
2. P.A. to the Registrar for kind information of the Registrar, DTU.
3. All Deans/HoDs/Branch Incharge(s), DTU.
4. COF
5. Head, Computer Centre with the request to upload the same on University website.
6. Guard File,



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UTILIZATION CERTIFICATE

Name of Research Scholar:
Roll No:
Department:
Name of the Supervisor:

Certified that out of Rs. 20,000/- (Twenty Thousand Only) towards DTU contingency grant allotted during the year, a sum of Rs. have been utilized for the purpose for which it was allotted for the said year.

Research Scholar
(Signature)

Certified that I have satisfied myself that the conditions for DTU Contingency have been duly fulfilled and that I have exercised checks to see that the money was actually utilized for the miscellaneous expenditure related to research work.

The bills/vouchers have been registered at Page No..... S No..... of the Contingency Grant Register maintained by me.

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund/adjust or regularize the objected amount from the Research Scholar working under my supervision.

Supervisor
(Name & Signature)

Recommended and forwarded to Dean (Acad-PG) in original and a copy is retained in the Department.

Head of the Department
(Stamp & Signature)

Sinky