ANNEXURE-VII

(Please see Para 12 &14 of the Scheme)

GENERAL GUIDELINES

To facilitate speedy day to day working of the Research Fellowships of "RESEARCH COUNCILS (CCRAS/CCRS/CCRUM/CCRYN/CCRH)", the following power can be exercised by the guides[1] of Research Fellow in concurrence with the Head of the Department/ Dean of the Faculty/ Director/ /Vice Chancellor.

1. Sanctioning of leave when it is due.

2. Approving of tours of Research Fellows for:

i. Attending Symposia/Seminars/Conferences in India provided the Fellows are presenting paper that have been accepted and for attending Workshops/Training Courses relevant to the research projects;
ii. Field work connected with research;
iii. Computation work;
iv. Consulting rare reference volumes in the nearest University/Research Institution library.

3. Utilization of contingent grant for the following:

i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute[2].
ii. Towards meeting actual train fare and DA[3] during tours the research Fellows will be entitled to TA/DA as admissible in case of Government servants drawing (Pre-Revised, as per 5th CPC) basic pay @ Rs.8000/- pm[4] & above but below Rs.16400 for RAs and Rs.4100 and above but below Rs.6500 for Research Fellows. However, DA will be limited to 50 days in a year.
iii. Towards meeting TA/DA limited to entitled class rail fare of outside expert members of Assessment Committee[5].
iv. Chemical/consumable items required for the research work.
v. Equipment required exclusively for research.
vi. Photographic materials for research or thesis work.
vii. Computation charges.
viii. Reprints/ Off- print of research papers.
ix. Stationery and postal charges[5].
x. Typing of research papers if computer facility is not available in the host institution.
xi. Registration fee for attending conference in India and abroad.
xii. Any other purpose, specially authorized by "RESEARCH COUNCIL".
xiii. Contingency grant can be utilized for registration of Ph. D. and submission of thesis.

Contingent grant cannot be utilized for:

i. Foreign travel or other expenses for visit abroad.
ii. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.

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[1]Senior Faculty member (or supervisor) for Research Fellow

[2]The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the Supervisor/ Fellow after accession for use by the indenting Fellow till his/ her research Fellowship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.

[3]The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/ she returns to the Headquarters.

[4]It is expected that Assessment Committee meetings be so fixed that services of experts can be utilized while they are on a visit to that institution.

[5]Not to exceed 20% of the contingent grant.

N.B. No expenditure can be incurred for purchasing furniture and office equipment.