

# INDIAN STATISTICAL INSTITUTE

203 B.T. ROAD, KOLKATA 700 108



## CLAIM FORM: CONTINGENCY GRANT FOR RESEARCH FELLOWS

Academic Year 20\_\_ - 20\_\_

### Important

1. In any given academic year, claim for bills for the period from *date of joining/extension/starting date* to the following *March 31* MUST BE SUBMITTED by March 31. The dates on the receipts/invoices/cash memos submitted MUST NOT fall outside this period.
2. Claim for bills for the period from *April 1* to *last extension date* MUST BE SUBMITTED by the *last extension date*. The dates on the receipts/invoices/cash memos submitted MUST NOT fall outside this period.
3. The submitted receipt/invoice/cash memo must be completely legible. The **name of the claimant** and the **date of purchase** must be clearly mentioned on it. Computer-generated receipts/invoices will be preferred.
4. Claims which violate the above instructions will be summarily rejected.

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To  
The Dean of Studies

Respected Sir/Madam,

I, \_\_\_\_\_, have made an expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for purchasing the following items (list given on the reverse) relevant to my research. The amount may kindly be reimbursed to me from my Contingency Grant of Rs. \_\_\_\_\_ for the period of \_\_\_\_\_ to \_\_\_\_\_. The cash memos/receipts/invoices are enclosed in original.

\_\_\_\_\_  
Signature of the Research Fellow

Date \_\_\_\_\_

Unit \_\_\_\_\_

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### FOR OFFICE USE

Sanctioned Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only)  
and forwarded to the Accounts Officer, ISI for payment.

Date \_\_\_\_\_

(Dean of Studies)

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### FOR THE USE OF ACCOUNTS / CASH SECTION

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

Date \_\_\_\_\_

(Accounts Officer)

## PARTICULARS OF ITEMS PURCHASED

SL. NO.	NAME OF THE ITEM	AUTHOR / ANY OTHER DETAIL	VOUCHER NO.	AMOUNT
<b>TOTAL</b>				

Enclo: \_\_\_\_\_ Voucher(s)

Supervisor's recommendation: The purchase of the above Items is recommended.

Date: \_\_\_\_\_

(Signature of the Supervisor)