

**PROFORMA FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS**

1. Name of Fellow :
2. Award letter number and date :
3. Mobile No. & Email ID : \_\_\_\_\_ Email: \_\_\_\_\_
4. Name of the School & Supervisor :
5. Period to which the accounts of contingency grant relates :
6. Expenditure:

From:.....to: .....

Amount Dated

7. Bank Account Details  
Name of the Bank: \_\_\_\_\_  
Address of the Bank \_\_\_\_\_  
Bank Account No. \_\_\_\_\_  
IFSC Code : \_\_\_\_\_

8. Details of Items/Particulars:  
A -Books and allied items :  
B- Computational Work/ Typing (tracing and ammonia printing):  
C- Stationery:  
D- Postage:  
E -Chemical and electrical goods:  
F- Travel/fieldwork:  
G- Reprints/Off prints of Research Papers :  
H- Glass Apparatus :  
I- Small equipments required exclusively for research work :

9. Period for which the contingency grant is payable:

Certified that the expenditure of Rs. .... out of the contingency grant of Rs..... sanctioned vide letter number F.No. .... dated..... in respect of ..... (Year) has been utilised for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the Guru Gobind Singh Indraprastha University.

**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 regularise the objected amount.**

**Signature of the Research Fellow**  
(Name: .....)

**Signature of Supervisor**  
(Name: .....)

*Signature of the Dean*

Recommended and forwarded to release the contingency grant of Rs. ....

**Signature of DRC**

(To be filled by the Finance Branch)

O.C.R Page No. .... Debit Amount ..... Checked and passed for Rs. .... for the fellowship for the month of .....

**Sanctioning Authority**

**Dealing Assistant**