

**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
ACADEMIC AFFAIRS SECTION**



Notice

Ref: IITG/Acad/9656

Date: 29/12/20

Sub: Contingency Reimbursement

Consequent upon implementation of the Public Financial Management System (PFMS) guidelines for disbursement of payments, all payments in the Institute are made on real time basis only, with no scope of arranging for provision for payment subsequently. As a result, disbursements of all payments including disbursement of students' contingency allowance are bound to be made by 31st March, 2021 as communicated by the F & A Section of the Institute.

In order to comply with the above stated mandatory requirement, all Regular Category students of the M.Tech/M.Des/MS(R)/Ph.D /Dual Degree programmes who are receiving stipend from the MHRD, are requested to submit their contingency bills to the respective Department / Centre offices latest by 15th January, 2021. The Department /Centre will then be required to verify and forward these bills to the Academic Section within 20th January, 2021. The Academic Section will put up these bills for approval of its Dean. It has been further informed that all these contingency bills of the students must reach the F & A Section through the Academic Affairs Section by 30th January, 2021.

In view of above, all concerned are requested to adhere to the following schedule so as to enable the F&A Section to disburse students' contingency allowance within the stipulated time line of 31st March, 2021.

Timeline	Applicable for	Action to be taken
15 th January, 2021	Students concerned	Submission of contingency bills to the respective Department /Centre offices
20 th January, 2021	Department /Centre offices	Submission of the contingency bills to the Academic Section after due verification.
1 st February, 2021	Academic Affairs Section	Submission of the contingency bills to the F&A Section after approval from DoAA.
31 st March, 2021	F & A Section	Disbursement of students' contingency allowance

It may kindly be noted that, in case any contingency bill is submitted by the student to the Department/Centre after the stipulated time line of 15th January, 2021, the same will not be considered for further processing.

Other terms and conditions regarding the same is attached in **Annexure -I**.

This is issued with approval from the Competent Authority.

Jt. Registrar (Academic Affairs)

Copy to:

- Dean / Associate Dean(PG), Academic Affairs
- HoDs/HACs – with a request to circulate this notice among its concerned students through the office of the Department /Centre
- HoS (F&A)
- Office of the Director/Deputy Director/Registrar/Academic Section /Departments /Centres
- All relevant notice Boards

Joint Registrar (Academic Affairs)
Indian Institute of Technology Guwahati
Guwahati-781039, INDIA

Terms and conditions for claiming Contingency Reimbursement

For the FY 2020-21

1. Should be **regular student** only, not *Part time / Project Staff / Sponsored / Foreign Student* etc.
2. Should be **registered** in the semester for which the bill is produced.
3. Ph.D. students not more than five years of term.
4. Maximum amount for contingency reimbursement is Rs. 5,000/- (five thousand rupees only).
5. All the items should be permissible in nature and for that you may refer the list given below:

Permissible Items

- Motherboard / replace
- External-Internal Hard Disk / Pendrive/Ram/ Motherboard
- Laptop Charger/ Battery/ Display/ adaptor
- E-reader / Academic books (relevant to the discipline) / Photocopies/ printout/ binding
- Creative Pen Tablet (*For Design dept. only*)
- Poster Printing/ Presentation / Data Collection
- Keyboard/Mouse/Cartridge/Toner/ Lab. Accessories/ Antivirus
- Screen Change
- Lab apron/Chemicals

Non-Permissible Items

- Router / Laptop / PC/Tablet/Power Bank
- Laptop/PC repairing
- Cooling systems
- Pen / Pencil/ Carbon- Paper/ Highlighter/ Marker/ Cello-tape/ Dispenser/ Scissor/ Cutter/ Stapler etc.
- Furniture Items
- Bag / Cover/ File/ Folder etc.
- Clipboard/clips/flags/rubber band/gum
- Non-Academic Books