



SU/REG/Acad/F1/12/2018/Vol-II/PF-I/588

Dated: 17.09.2020

**CIRCULAR 37/2020**

**Subject: Reimbursement of UGC Non-NET Contingency 2019-20.**

Students enrolled for M Phil/PhD courses in academic year 2019-2020 and prior to 2019-2020 and who are receiving UGC Non-Net Fellowship are eligible for drawal of Contingency Grant @ Rs.8,000/- for Humanities Subjects and Rs.10,000/- for Science Subjects as per their entitlement.

Students are requested to submit Contingency Claim along with the supporting original invoice/bills/cash memo for year 2019-2020 to Finance Department on or before 15<sup>th</sup> October 2020.

While submitting contingency claim with Form FR-1, following guidelines should be strictly observed:

1. Original Tax Invoice/Invoice/Cash Memo/Paid bills with proper printed address and seal.
2. Bills should be duly certified by concern students, HOD/ Supervisor.
3. Bill date should be for the period from July 2019-June 2020.

Prescribed Format for claim of contingency Form FR-1 is enclosed for your reference.

(Debasish Pal)  
Finance Officer

Copy to:

1. PS to Vice Chancellor
2. PS to Registrar
3. PS to Finance Officer
4. Joint Registrar (Academics)
5. All Deans of Schools
6. Dean Students' Welfare
7. HoD(s)/In-charge of all Departments
8. President, SUSA
9. System Analyst with request to upload this Circular in Sikkim University Website
10. All Notice Board
11. Guard File

**STATEMENT OF EXPENDITURE FOR REIMBURSEMENT/ADJUSTMENT**

To,  
The Finance Officer  
Sikkim University

**NAME OF PROJECT/ SCHEME:** .....

**HEAD OF EXPENSES:** .....

Please find herewith the details of Cash Memos/Receipts total of Rs. .... (In words Rupees ..... ) for reimbursement/adjustment.

Sl. No.	Cash Memo / Bill No.	Date	Purpose of Expenditure	Amount	
				Rs.	P.
1.					
2.					
3.					
4.					
5.					
6.					
Total (Page -1)					

Use overleaf, if required

EXPENSES HEADS	Rs.
1.	
2.	
3.	
<b>TOTAL :</b>	

PAYABLE AMOUNT	Rs.
Total (Page -1 and Page -2 )	
Less Advance, if any,	
<b>Net Payable</b>	

**DECLARATION**

I declare that the expenditure has been incurred by me for the purpose of above Project/Research. Stock entry has been made in Project's Stock Register.

Date:

Approved/Recommended by  
PI/Co-PI

Signature of Payee (in full)  
Designation.....  
Department.....

**FOR USE FINANCE SECTION**

Head of Expenditure..... Budget Provision (Net) Rs. ....  
..... Amount Committed Rs. ....  
..... (Prior to this bill)  
Requisition Register Folio ..... Balance available Rs. ....

The statement has been checked with Receipts & Cash Memo and found to be in order for sanction. The Net amount Payable Rs. .... After deduction of Rs. .... for .....

Entered by

Checked by

Recommended for Payments

Sanctioned

Dealing LDC/UDC

SO(S)/Asst.

DR (F)

Finance Officer

