

(Please see Para 12 & 14 of the Scheme)

GENERAL GUIDELINES

To facilitate speedy day to day working of the Post Doctor Fellowships of CCRAS the following power can be exercised by the mentors¹ of Post Doctoral 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 Post Doctor 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:

- a) Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute².
- b) Towards meeting actual train fare and DA³ during tours the research Fellows will be entitled to TA/DA as admissible in case of Government servants drawing (As per 7th CPC) basic pay in pay level 10⁴ & above but below Pay level for RAs and Pay level 6 and above but below Pay level 7 for Research Fellows. However, DA will be limited to 50 days in a year.
- c) Towards meeting TA/DA limited to entitled class rail fare of outside expert members of Assessment Committee⁵.
- d) Chemical/consumable items required for the research work.
- e) Equipment required exclusively for research.
- f) Photographic materials for research or thesis work.
- g) Computation charges.
- h) Reprints/ Off- print of research papers.
- i) Stationery and postal charges⁵.
- j) Typing of research papers if computer facility is not available in the host institution.
- k) Registration fee for attending conference in India and abroad.
- l) Any other purpose, specially authorized by "CCRAS".
- m) 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.

¹Senior Faculty member (or supervisor) for Research Fellow

²The 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.

³The 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.

⁴It 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.

⁵Not to exceed 20% of the contingent grant.

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