

GENERAL GUIDELINES

To facilitate speedy day to day working of the research Fellowships/Associateships of CSIR, the following power can be exercised by the guides¹ of Research Fellow/ Associates 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 research Fellows/ Associates for:

- i. Attending Symposia/Seminars/Conferences in India provided the Fellows/Associates 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:

- i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute².
- ii. Towards meeting actual train fare and DA³ during tours the research Fellows/ Associate will be entitled to TA/DA as admissible in case of Government servants drawing (Pre-Revised) basic pay @ Rs.8000/- pm⁴ & above but below Rs.16400 for RAs and Rs.4100 and above but below Rs.6500 for Research Fellows. However, DA will be limited to 50 days in a year.
- iii. Towards meeting TA/DA limited to first class/ entitled class rail fare of outside expert members of assessment Committee⁵.
- iv. Chemical/consumable items required for the research work.
- v. Equipment required exclusively for research.
- vi. Photographic materials for research or thesis work.
- vii. Computation charges.
- viii. Reprints/ Off- print of research papers.
- ix. Stationery and postal charges⁵.
- x. Typing of research papers if computer facility is not available in the host institution.
- xi. Registration fee for attending conference in India and abroad.
- xii. Any other purpose, specially authorized by CSIR.
- xiii. Contingent 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 Associates

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/Associates after accession for use by the indenting Fellow/Associates till his/ her research Fellowship/Associateship 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.