

RDC-C

No. RDC-C/C1/4788/2025

KannurDated: 13.01.2026

CIRCULAR

Sub:- National Fellowships (UGC/CSIR/NFST/NFSC/NFOBC etc) - Contingency Grant and
Submission of Bills /Vouchers by Research Scholars – Instructions - Reg.

Ref :- _____

It is hereby informed that all **Bills and Vouchers** submitted by Research Scholars who are availing fellowships (JRF/SRF) such as UGC/CSIR/NFST/NFSC/NFOBC etc. for claiming the **Contingency grant** must be forwarded **only after proper certification by the Research Supervisor and through the Head of the Research Centre**, with appropriate verification. The instructions provided below are to be followed in this regard.

- The **Head of the Research Centre** shall ensure, prior to forwarding the bills, that the **admissibility of the claims is clearly specified** and that the bills are legitimate and **genuine**. Contingency bills submitted **without clearly specifying the admissibility of the claims** will be **returned to the Research Scholar / Research Centre without processing**.
- As part of this procedure, the **Statement of Expenditure (SE) format** to be used by Research Scholars and Research Centres is **attached with this circular**.
- It is further informed that **pending bills** (HRA and Continuation, Contingency, etc.) **up to 31 January 2026** shall be submitted to the **Research and Development Cell on or before 10 February 2026**. Thereafter, monthly bills should be submitted in the first three working days of the very next month to the RDC without delay.

All Research Supervisors, Heads of Research Centres, and Research Scholars are directed to adhere to the above instructions to ensure timely processing and transparency in the disbursement of contingency grants. The Research Supervisors shall be responsible for compliance of guidelines issued by the funding agencies and the University from time to time.

Sd/-

Prof. (Dr.) Joby K Jose
DIRECTOR RDC (incharge)
For Director

To:

Research Scholars /
Research Supervisors /Heads of Research Centres

Approved For Issue

SECTION OFFICER



**Statement of Expenditure for Contingency Grant
(Research Scholars)**

Sl. No	Voucher no	Item Description	Date	Amount (₹)	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Certified that the above expenditure was incurred for research-related purposes under the contingency grant and the same is genuine

Awardee Research Supervisor Head of the Department / Principal

Director (Research & Development Cell)

