Form no.: PMRF-01

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI**

**Prime Minister’s Research Fellowship**

**Reimbursement of Contingency / Research Grant**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Student |  | Department |  |
| Roll number |  | Email |  | Mobile |  |
| Name of the Supervisor |  |
| Date of Joining PMRF |  |

# Details of bills claimed for reimbursement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Invoice/ Bill no. | Date | Stock- Register Page No. | Goods purchased | Amount (Rs.) |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| **Total: (Rs.)** |  |

1. I am personally satisfied that the goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at reasonable price. (As per rule no. 154 of GFR 2017).
2. I agree for transfer of reimbursement amount to my bank account on record with the Institute.

|  |  |  |
| --- | --- | --- |
| Signature of Student | VerifiedSignature of Supervisor | ForwardedHoD |

# For Office Use

|  |  |  |
| --- | --- | --- |
| Assistant/ Supdt. | Voucher No. & Dt:SE No. & Dt | Deputy Registrar (F&A) |

**Note:** As per the existing Rules, individual cash purchase/ payment can be made up to the value of Rs. 25000/- only. Reimbursement claim of purchase/ payment made for more than Rs. 25000/- will not be entertained in any case.

Form No.: PMRF- 02

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI**

**Prime Minister’s Research Fellowship**

# Request for payment for Direct Purchase of Consumables/Limited Time Asset Stores/Non-consumables up to Rs. 25,000 from Contingency / Research Grant

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Student |  | Department |  |
| Roll number |  | Email |  | Mobile |  |
| Name of the Supervisor |  |
| Date of Joining PMRF |  |
| Name and address of thesupplier to whom payment is to be made |  |
| Suppliers’ Bank details Bank\* in case of Bank details are not available in the Invoice | Bank Name & Address |  |
| Account Holder’s Name |  |
| IFS Code |  |
| Bank Account No. |  |

**Details of bills claimed for payments:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Invoice/ Bill no. | Date | Stock- Register Page No. | Goods purchased | Amount (Rs.) |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| **Total: (Rs.)** |  |

I am personally satisfied that the goods purchased are of requisite quality and specification and have been purchased from a reliable supplier at reasonable price. (As per rule no. 154 of GFR 2017).

|  |  |  |
| --- | --- | --- |
| Signature of Student | VerifiedSignature of Supervisor | ForwardedHoD |

# For Office Use

|  |  |  |
| --- | --- | --- |
| Assistant/ Supdt. | Voucher No. & Dt:SE No. & Dt | Deputy Registrar (F&A) |

**Note:** As per the existing Rules, individual cash purchase/ payment can be made up to the value of Rs. 25000/- only.