

Sub: Guidelines for disbursal of PMRF Research Grant – Reg

A. GENERAL

As per the guidelines for PMRF, the Ministry sanctions a Research Grant of Rs.2 Lakhs per year (total Rs. 10 lakh) to the Ph.D. scholars selected for PMRF.

PMRF Ph.D. scholars can utilise this amount before completion of one year from the date of joining or accumulate this amount and utilise before five years or till the date of submission of Ph.D. thesis whichever is earlier.

PMRF Ph.D. scholars can utilize this fund to cover following expenses in concurrence with the supervisor and the approval of the Head of the Department.

- 1) Purchase of books, conference proceedings, e-Books, reprints of research articles and journal subscription charges.
- 2) Purchase of equipment, instruments, accessories of equipment, software required for the research purpose.
- 3) Maintenance, AMC and repair of research instruments/equipment.
- 4) Cost incurred in fabrication work, sample analysis, testing, cost of chemicals, consumables, glassware, Internet / dongle / routers, printer cartridges, external memory devices, internet modem, internet charges, cloud storage, stationery, postal charges and computation charges.
- 5) Publication charges including extra pages for top tier and SCI indexed journals, colour photographs in journals, thesis work and conference proceeding including language editing charges.
- 6) Overlength page charges, publication charges and open-access fees for papers, charges for colour images and language editing charges, published in journals acceptable to the Institute with permission from Dean (Academic Affairs) / Institute PMRF Coordinator.
- 7) Annual and Life membership charges in professional bodies/societies up to 2 professional bodies.
- 8) Travel, registration fee, visa charges, accommodation and DA to participate in national/international conferences either within India or outside India to present their research paper, Registration fee for conferences is also permitted.
- 9) Participating in conferences and workshops in India and abroad for presenting a research paper/poster (as per corresponding Institute rules for research scholars with recommendation from the doctoral committee). Support for international conferences outside India would be available only after the successful completion of Comprehensive Examination.
- 10) Travel, registration fee, accommodation and DA to attend conferences, symposium, workshop, seminar, training, short term course and other similar program which will be helpful to improve the domain knowledge of the research scholar without paper or as resource person.
- 11) Attending conferences/workshops/seminars/symposium/training/short courses which would contribute to the domain knowledge of the Fellow, with recommendation from the doctoral committee. Support for international events outside India would be available only after the successful completion of Comprehensive Examination.
- 12) Support for short-term national and international visits to collaborating research groups. The duration of travel, as well as expenses chargeable will be those applicable to research-scholars at the time.

B. REGULATIONS

- 1) No advance for purchase shall be provided. However, travel advance for International Conference outside India may be given subject to a maximum of 80% of the costs involved or the remaining amount in the grant, whichever is lower.
- 2) Following items are regulated, i.e. they can be purchased only once: e-Book reader/Tablet, Printer, Scanner and anyone amongst Laptop / Notebook / Desktop.
- 3) All the purchases should be carried out as per the rules and regulations of latest General Financial Rules of Government of India and as per the Institute norms.
- 4) Furniture and office equipment items cannot be utilized under PMRF Research Grant.
- 5) PMRF scholars are not eligible for Institute travel support. They are also not permitted to use Institute funds for the purchase of consumables.
- 6) Entitlement of travel, DA, permissible rate of accommodation charges as per the prevailing rates of the Institute. Under special circumstances, the student may be permitted for higher entitlement with the due approval of Dean (Academic Affairs) / Institute PMRF Coordinator.
- 7) All items non-consumables and consumables purchased must be entered in the appropriate stock register of concerned departments. If the student wishes to retain the laptop at the time of dissertation/ end of the program, he/she can do so by depositing an amount considering 25% depreciation cost per annum (depreciation would always be calculated on the invoice price).
- 8) All bills/cover notes should be verified by the Ph.D Supervisor and routed through the Department. Forms PMRF-01 and PMRF-02 should be used for the said purpose.

C. PROCEDURE FOR CLAIM

- 1) The guidelines and the reimbursement forms for applying for PMRF Research Grant are available on the Institute's website <https://iittp.ac.in/academics/academic-services/for-faculty-students>
- 2) The duly filled forms (PMRF-01 and PMRF-02) must be submitted along with the statement of Account and receipts/vouchers etc., duly signed by the concerned supervisor/HOD to Dy./Assistant Registrar (F&A) for settlement.


DEAN (ACADEMIC AFFAIRS)
07/04/2022



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.

	Verified	Forwarded
Signature of Student	Signature of Supervisor	HoD

For Office Use

	Voucher No. & Dt:	
Assistant/ Supdt.	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.



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 the supplier 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).

	Verified	Forwarded
Signature of Student	Signature of Supervisor	HoD

For Office Use

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

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