

Advance for contingency:

- a. The investigator may apply for an advance to be used for contingency purpose.
- b. An amount of Rs. 1,000/- to 5,000/- given as an advance.
- c. This amount is to be used for local conveyance, fax/telephone calls, xerox, development of learning resources, stationary, postages/courier, expenses for research meeting, general expenses, repairs & maintenance, reimbursement of volunteers/ patients on trial for case paper charges etc.
- d. The bills more than Rs. 5,000/- should not be given in cash.
- e. For local conveyance, conveyance forms for individual travel are needed to be filled up.
- f. For postages, if courier services are used, bills are to be attached. If postal services are used, evidence of the correspondence needs to be produced. (e.g. receipts of registered post or UCP mailing or franchising).
- g. After submission of expenditure document duly signed by the staff member, next advance will be given after verification of bills.
- h. **If an advance required for any special reason, the PI should take prior permission for the same.**