

Advance for contingency:

- a. The investigator may apply for an advance to be used for contingency purpose.
- b. An amount up to Rs. 5,000/- will be 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. To receive a next advance, an expenditure document duly signed by the faculty member needs to be submitted. After verification of vouchers, amount for next advance will be released.