

**REIMBURSEMENT OF EXPENDITURE INCURRED FROM CONTINGENCY GRANT**

**(FOR RESEARCH SCHOLARS/ PBIP SCHOLARS)**

Date :

To,  
The Registrar  
Indian Institute of Science Education & Research-Kolkata  
Mohanpur-741252

**Sub : Statement of Expenditure out of Contingency Grant of Rs.....**

I would like to inform you that an amount of Rs.....  
(Rupees..... Only) has been incurred towards the payment for  
Procurement of essential items/ Travel / Seminar / Conference / Others  
..... out of Contingency Grant.

The Statement of expenditure is given below along with the supporting Vouchers, Cash Memos, Bills, Tickets, Boarding Pass are also attached herewith for your perusal and sanction.

<b>Sl No.</b>	<b>Date of Expenditure</b>	<b>Cash Memo No./Ticket No. &amp; Date</b>	<b>Particulars</b>	<b>Amount (Rs.)</b>
<b>Total</b>				

Kindly reimburse the expenditure incurred by me.

Thanking yours,

Yours sincerely,

\_\_\_\_\_  
Signature of the Research/PBIP Scholar

\_\_\_\_\_  
Name of the Research/PBIP Scholar

\_\_\_\_\_  
Department

\_\_\_\_\_  
Fellowship(CSIR/UGC/IISER/Others)

\_\_\_\_\_  
Signature of the Supervisor

\_\_\_\_\_  
(Signature of the Chairman of the Department)