



**VIDYASAGAR UNIVERSITY**  
**OFFICE OF THE FINANCE OFFICER**  
**MIDNAPUR – 721 102, WEST BENGAL**

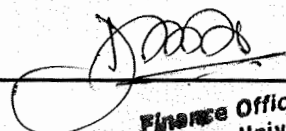
**GUIDELINES FOR PERSONAL RESEARCH GRANT FOR TEACHERS OF THE UNIVERSITY**  
**(Effective from 2015-2016)**

1. The Scheme of **Personal Research Grant (PRG)**, a kind of contingency grant out of the own fund of the University, for assisting the **whole time permanent and contractual teachers** of the university for achieving excellence in teaching and research in the greater academic interest of the University. Additionally, the objective is to support the teachers financially to attain the benchmark in quality improvement programmes in conformity with the vision and goals of the University.
2. The grant sanctioned under this scheme shall not be spent for other purposes than academic one related to teaching and research. All payments under PRG shall be made under re-imbursement by the finance department of the university on submission of claims in the prescribed proforma reproduced here below **on or before 18<sup>th</sup> of march 2016**, once in a year, together with original vouchers numbered and duly countersigned by the individual teacher concerned, subject to the ceiling on head-wise expenditure, as noted below:

| Sl. No. | Head of Expenditure   | Maximum Ceiling  |
|---------|---|--|
| 1.      | Books and Journals  | Up to sixty five percent of the total amount. (accession in Central Library) |
| 2.      | Purchase/Repairing of instrument, materials, Computer Stationary, Equipments etc. | Up to thirty percent of the total amount.                                    |
| 3.      | Xerox, Typing Charges for Project/ Report/ Paper etc.                             | Up to fifty percent of the total amount.                                     |
| 4.      | Postage, Stationary, Email, Fax, Connection charge (web)                          | Up to thirty percent of the total amount.                                    |
| 5.      | Subscription for Library /Reading facilities for recognized/ reputed Libraries.   | Up to thirty percent of the total amount.                                    |
| 6.      | Registration Fees for attending Seminar/ Conference                               | Up to thirty five percent of the total amount                                |

3. **The maximum ceiling of grant under this scheme (PRG) shall be Rs. 4,000/- (Rupees four thousand) only in a financial year.** The reimbursement under this scheme shall only be related to the expenses incurred under the current financial year.  
Provided that if a teacher is sanctioned leave on lien or leaves the university for reasons whatsoever, the reimbursement of the grant will be made on prorata basis in terms of month and that the payment shall be made on or before the 15<sup>th</sup> of the month in which the teacher concerned leaves the University.  
Provided also that if a teacher fails to submit the claims in due time may be permitted to submit his claim afterwards only by the Vice-Chancellor if there were sufficient reasons for such failure.
4. All ambiguities including the admissibility of any claim pointed out by the Finance Section shall be decided by the Board of Research Studies (BRS) formed under regulations relating to the Ph. D. Programme of the University since the grant relates to quality improvements in teaching and researches.  
Provided that the teacher concerned shall be paid an advance equal to the amount claimed under PRG subject to adjustment/recovery in the following year if, a dispute as above arises and referred to the BRS for disposal.
5. All PRG claim to be submitted to the Finance Office within 18<sup>th</sup> March 2016.
6. Original Bill, Cash Memos, Tax invoice and relevant documents should be produced for reimbursement.



  
**Finance Officer**  
**Vidyasagar University**  
**Midnapore**



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**PROFORMA FOR SUBMISSION OF CLAIMS UNDER THE SCHEME OF**  
**PERSONAL RESEARCH GRANT 2015-2016**

|    |  |                  |
|----|--|------------------|
| 1. | Name of the Teacher with Employee code |                  |
| 2. | Designation and Department             |                  |
| 3. | Financial year                         | <b>2015-2016</b> |
| 4. | Total amount claimed                   |                  |

**Statement of head-wise expenditure**

| Sl. No. | Heads of Expenditure | Voucher nos. | Amount claimed | % of the Total claim | Remarks |
|---------|----------------------|--------------|----------------|----------------------|---------|
|         |                      |              |                |                      |         |
|         |                      |              |                |                      |         |
|         |                      |              |                |                      |         |

NB: Fraction of a rupee is to be ignored while claiming net amount in the box.

*Declaration: I do hereby declare that the amount claimed here above has been paid by me and is admissible as per rule and that the expenses noted above have not been sanctioned by any authority.*

Date:

.....  
Full Signature of the Claimant

**SANCTIONING ORDER**

*Checked and verified. The claim is in order.*

*The claim is permissible for Rs..... payment may be made.*

**Dealing Assistant**

**Accountant**

**Passed for payment**

**Accounts Officer/ Audit Officer**

***Finance Officer***