

SPECIMEN FORMAT FOR SUBMITTING CONTINGENCY CLAIM BY QIP SCHOLARS
(To be submitted in Duplicate)

Name : _____

Roll No. : _____

Programme : M.Tech. / Ph.D.

Department : _____ e-mail: _____

To:

Asstt. Registrar (Accounts) (Through QIP Coordinator)

Sub: Reimbursement from QIP funds

Dear Sir,

I am submitting herewith the bills/receipts for the expenses incurred for my M.Tech./Ph.D. programme under QIP. This may kindly be reimbursed from my Contingency Funds.

1.	Stationery	No. of bills ()	Total amount _____
2.	Books	No. of bills ()	Total amount _____
3.	Typing	No. of bills ()	Total amount _____
4.	Xeroxing	No. of bills ()	Total amount _____
5.	Binding	No. of bills ()	Total amount _____
6.	TA / DA	No. of bills ()	Total amount _____
7.	Others	No. of bills ()	Total amount _____

Grand Total _____

Yours sincerely,

Signature of Guide

Signature of HoD

Signature of Candidate

Signature of QIP Coordinator

Details of the bills grouped together under the above heads of expenditure should be given on a separate sheet in duplicate.