

# INDIAN STATISTICAL INSTITUTE

203 B.T. ROAD, KOLKATA 700 108



## CLAIM FORM: CONTINGENCY GRANT FOR STUDENTS

Academic Year 20\_\_ - 20\_\_

### Important

1. Claim for bills for the entire academic year MUST BE SUBMITTED by March 31. The dates on the receipts/invoices/cash memos submitted MUST NOT fall outside the period between the starting date of the academic year and March 31.
2. The submitted receipt/invoice/cash memo must be completely legible. The **name of the claimant** and the **date of purchase** must be clearly mentioned on it. Computer-generated receipts/invoices will be preferred.
3. Claims which violate the above instructions will be summarily rejected.

Tick as applicable

B.Stat.

M.Stat.

M.Tech.(CS)

M.Tech.(QROR)

M.Math.

MS (QE)

M.Tech.(CrS)

PGDBA

1<sup>st</sup> Year

2<sup>nd</sup> Year

3<sup>rd</sup> Year

To

The Dean of Studies

Respected Sir/Madam,

I, \_\_\_\_\_, have made an expenditure of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for purchasing the following items (list given on the reverse) in the above academic year. The amount may kindly be reimbursed to me from my Contingency Grant of Rs. \_\_\_\_\_. The Cash memos/receipts/invoices are enclosed in original.

\_\_\_\_\_  
Signature of the Student

Date \_\_\_\_\_

Roll No. \_\_\_\_\_

### FOR OFFICE USE

Sanctioned Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only)

and forwarded to the Accounts Officer, ISI for payment.

Date \_\_\_\_\_

(Dean of Studies)

### FOR THE USE OF ACCOUNTS / CASH SECTION

Passed for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

Date \_\_\_\_\_

(Accounts Officer)

## PARTICULARS OF ITEMS PURCHASED

SL. NO.	NAME OF THE ITEM	AUTHOR / ANY OTHER DETAIL	VOUCHER NO.	AMOUNT
<b>TOTAL</b>				

Enclo: \_\_\_\_\_ Voucher(s)

Class Teacher's recommendation: The purchase of the above Items is recommended.

Date \_\_\_\_\_

(Signature of the Class Teacher)