



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY

(Central University, Govt. of India)
HEADQUARTERS

IMU-HQ/C/12/12/2/2019/PhD-MSBR/MISC

14.01.2020

CIRCULAR 2001

Sub: Reimbursement of Expenses for Doctoral Committee of Ph.D/MS (By Research) Review Meetings incurred by the IMU Campuses.

Ref: 1) IMU-HQ/C/12/12/2/2019/Ph.D-MSBR/MISC dated 10.10.2019
2) Email dated 13.08.2019 to all the IMU Campus Directors regarding conduct of DC Meeting of Ph.D/MS(By Research) Programmes.

In order to streamline the reimbursement of expenses for Doctoral Committee Meetings incurred by the IMU Campuses, following procedure is introduced:

- a) All the Campuses will process the claims in original and retain the same and not to forward the copies to Headquarters for reimbursement.
- b) Applicable TA/DA norms as circulated by the Headquarters from time to time have been followed precisely.
- c) Propriety and reasonableness to be ensured by the Campus in respect of amount claimed and admitted.
- d) Original supporting Vouchers are to be kept at Campus for Audit and other regulatory requirements / inspection by IMU Headquarters.
- e) The expenses may be debited to Inter Office Account of Headquarters maintained with Campus till reimbursement by the Headquarters.
- f) Campuses are requested to submit a consolidated summary of the claims as per the format given as Annexure once in a year for reimbursement by 10th of March every year and Headquarters will reimburse by 31st March.

This supersedes the Circulars/Instructions cited above.

This issues with the approval of the Vice Chancellor.

Registrar

To

All IMU Campus Directors

Copy to:

- 1) Controller of Examinations
- 2) Finance Officer i/c

Annexure

**Consolidated Claim for Reimbursement of Expenses incurred for
Doctoral Committee / MS (By Research) Review Meetings
held during the year _____**

Campus: _____

Sl. No.	Date on which Doctoral Committee Meeting / Review held	Name of the Scholar	Name of the Claimant	Period for which claim made		Expenditure on account of TA/DA	Remuneration/ Honorarium (if any)	Total Amount Claimed by Claimant	Amount Admitted by Campus
				From	To				
1									
2									
3									
4									
Total									

(Amount in Rupees)

Certification

This is to certify that the claims are settled as per IMU's existing norms, Orders / Circulars issued by IMU Headquarters and Original Vouchers are kept in Campus for the purpose of Audit and Inspection by IMU Headquarters

Assistant Registrar (Finance)

Deputy Registrar

Campus Director