

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

No 6262-6461/4P

Date 24/1/24

To

All the Chairpersons,  
Coordinators of all the Centres/  
Head of the Departments/Branches  
Director of Regional Centres/  
Panjab University, Chandigarh.

**Subject:- Arrears of Post-Doctoral/Doctoral fellowships.**

Sir/Madam,

This is in reference to the public notice of UGC no F.No. 1-1/2024/ SA-I) dated 18.01.2024 regarding claim of arrears.

The UGC has directed to claim pending dues i.e. pre-revised/revised/fellowship/house rent allowance/contingency admissible up to December 2023, by 8<sup>th</sup> February 2024 on Scholarship Fellowship Management Portal (SFMP).

**The UGC has categorically directed that after 8<sup>th</sup> February 2024 no claim pertaining to the period up to December 2023 will be entertained by the UGC.**

In order to meet the deadline as prescribed by UGC, all departments are requested to submit the following claims latest by 29.01.2024:-

1. Claim of revised HRA w.r.t. research scholars residing in hostels, to be signed by supervisors, HOD and concerned warden with specific dates/period for which arrears of HRA is being claimed.
2. Claim of contingency for the period up-to December 2023, to be signed by supervisor and HOD.

No claim received after 29.01.2024 shall be processed, because this office require at least 6-7 days to process such claims for uploading on UGC portal.

In case any of the department has not sent the monthly fellowship claim bill for the previous month upto December 2023 that must also be submitted by 29.01.2024. Otherwise, in the light of above direction of UGC this office shall not be able to process the same.

For convenience of research scholars, there will be dedicated enquiry days/time i.e., every Wednesday and Friday from 9:00 a.m. to 11 a.m.

**Please treat it as most urgent.**

With regards

*S K Mahajan*  
24.1.24  
Deputy Registrar (Accounts G&P)