

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

No 7004-7204/GP

Date 16/02/2024

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 07.02.2024 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> April 2024 on Scholarship Fellowship Management Portal (SFMP).

The UGC has categorically directed that after 8<sup>th</sup> April 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 28.02.2024:-

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 being claimed.
2. Claim of contingency for the period up-to December 2023, to be signed by the supervisor and HOD.

No claim received after 01.03.2024 shall be processed, because office require at least 6-7 days to process 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 01.03.2024. Otherwise, in the light of above direction of UGC this office shall not be able to process the same.

**PLEASE TREAT IT AS MOST URGENT.**

Office Superintendent (Accounts G&P)

*Handwritten signature and date*  
16/2/24