

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

**REMINDER
MOST URGENT**

To

All the Chairpersons/
Coordinators of All Centres/
Heads of the Departments/Branches
Directors of Regional Centres/
Panjab University, Chandigarh.

No. 4903-4407/FDOI

Dated: 18/12/18

Subject: Disbursement of fellowships/scholarships under various schemes of UGC.

Dear Sir/Madam,

As you all are aware that prior to the financial year 2017-18, all the fellowships/scholarships were being credited to the respective accounts of the research scholars/students under the direct benefit transfer (DBT) scheme of Government of India through Canara Bank.

The UGC vide its notification dated 18.5.2018 has migrated from 'Canara Bank based disbursement system' to 'host institution based system'. Accordingly to the new system, all the processing relating to quarterly payment of fellowships/scholarships have to be handled by the Panjab University on its own level without the involvement of Canara Bank. In order to implement the new system of disbursement of fellowships/scholarships, the master data of all the research scholars/students was to be linked/uploaded through the Panjab University ID on UGC web portal. In this regard, a circular was issued by this office (through Director, RPC) to all the departments vide No.3184/G&P dated 19.07.2018. In response to such circular around 900 research scholars and more than 100 students have been linked with the Panjab University ID on UGC portal for disbursement of fellowships/scholarships under more than 10 different schemes of UGC.

In the month of October, 2018, the UGC issued revised instructions for disbursement of fellowships/scholarships. According to the revised system, the fellowships/scholarships are to be disbursed on monthly basis instead of earlier arrangement of quarterly payments. Moreover, the confirmation regarding attendance/continuation as well as HRA is to be uploaded in advance on monthly basis.

In order to ensure the compliance of the above latest instructions of UGC this office has issued another circular dated 02.11.2018 (through Director, RPC) to all Departments to submit a confirmation report with respect to each research scholar/student (scheme-wise) on or before 7th of each month. It is

pertinent to mention that in the absence of such information this office cannot process the payment of fellowships/scholarships.

Despite clear instructions from this office, majority of the departments did not submit the confirmation reports in the prescribed format for the period October, 2018 onwards. As a result of which this office could not process the file of disbursement of fellowship/scholarship on the UGC web portal.

It is pertinent to mention that the revised system of disbursement of fellowships/scholarships (as prescribed by the UGC) requires time bound submission of required confirmatory report by the concerned departments so as to ensure that the disbursement of due fellowships/scholarships to the beneficiaries may not get delayed.

This issue was also apprised to the Hon'ble Vice-Chancellor and the Hon'ble Vice-Chancellor has taken a very serious note of it and ordered that detailed instructions in this regard may be re-circulated to all the Heads of the Department for immediate compliance.

In the above background, it is once again requested that all the Heads of the Department must ensure to submit the confirmatory reports (as per performa attached as **Annexure-I, II & III**) of all eligible research scholars/students for disbursement of fellowships/scholarships (for each scheme separately) on or before 7th of each month. It may be noted that such reports have to be uploaded in advance e.g., the report of the month of January, 2019 must be submitted in this office on or before 7th January, 2019.

Yours faithfully,


Finance & Development Officer

Copy to SVC for kind information of the Vice Chancellor.

Annexure-I

Confirmation report for payment of Fellowship/HRA for the month of

Name of Scheme _____

Sr.no.	Name of Scholar	Student ID reference on the portal	No. of Days	Amount of HRA (in Rs.)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Chairperson
(Along with stamp)

Note:-

1. The above report should be submitted for each scheme separately.
2. In case any research scholar/student has availed any type of leave or remain absent, the information of the same be given in a separate sheet as per **Annexure-II.**
3. In case, the fellowship/scholarship of any research scholar/student is to be stopped then a separate report as per Annexure-III be submitted.

Annexure-II

Report regarding leave (other than Casual Leave) for the month of

_____.

Name of Scheme _____

Sr.no.	Name of Scholar	Student ID reference on the portal	No. of Days	Type of Leave	Remarks (if any)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Chairperson
(Along with stamp)**

Note:-

1. The above report should be submitted for each scheme separately.
2. In case, the fellowship/scholarship of any research scholar/student is to be stopped then a separate report as per Annexure-III be submitted.

Annexure-III

Report to stop the payment of fellowship/scholarship for the month of

_____.

Name of Scheme _____

Sr.no.	Name of Scholar	Student ID reference on the portal	Date from which payment to be stopped	Reason
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Chairperson
(Along with stamp)**

Note:-

1. The above report should be submitted for each scheme separately.