

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

No. 5221-5420/FDO

Dated : 17/9/19

To

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

Subject: Disbursement of UGC Fellowship/Scholarships under DBT mode.

Sir/Madam,

This is in continuation to this office letter No. 4208-4407/FDO dated 18.12.2018, whereby detailed instructions were issued for submission of monthly confirmatory reports of Fellowship/HRA/Contingency by various departments' along with specific time lines.

It has been brought to the notice of the undersigned by the concerned officials that despite issuance of clear-cut guidelines and time schedule, many Departments are not submitting such reports within the stipulated time frame.

It is pertinent to mention that for timely disbursement of Fellowship/HRA/Contingency to the research scholars, it is necessary on part of the concerned departments to submit the required information/data strictly within the prescribed time limits.

In the above background, the said instructions are reiterated as follows :-

1. The monthly confirmation report for payment of Fellowship/HRA/Contingency for each month must be submitted on or before 7th of succeeding month in the format as attached herewith as **Annexure-I**. In case such report is not received on or before 7th of the month then it would not be possible for G&P office to upload the same on the UGC Web portal. In that eventuality the fellowship of that month would not get disbursed to the concerned research scholar and

the responsibility for the same shall rest upon the concerned department. In case 7th of a month happens to be a holiday then such report must be submitted on a working day immediately preceding the 7th day of such month. E.g: If 7th of a month is a holiday and 6th day is working day, then report must be submitted on 6th day of such month.

2. In case the fellowship of a research scholar is to be stopped then the information for the same shall also be submitted along with the monthly confirmation report for payment of Fellowship/HRA as per **Annexure-II**.

3. For release of payment against contingency grant, the concerned Research Scholar's claim bill (as per **Annexure-III**), duly verified by the concerned supervisor and countersigned by Head of the Department, must be submitted along with the relevant monthly confirmation report of payment of Fellowship/HRA. It may be noted that the supporting bills w.r.t. claim of contingency need not be sent to G&P Section, as the same has to be retained by the Department itself for future reference and record.

All are requested to ensure the meticulous compliance of the above procedure including strict observance of time schedule so that timely disbursement of Fellowship/Scholarship to the concerned research scholar/student may be ensured.


Finance & Development Officer

Copy to the following for information/necessary action:

1. SVC for kind information of the Hon'ble Vice Chancellor.
2. The Registrar, P.U., Chandigarh for information.
3. D.R. (Accounts) for necessary action.
4. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.

Annexure-I

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

(To be submitted on or before 7th of succeeding month).

Name of Scheme _____

Sr. no.	Name of Scholar	Student ID Reference on the portal	No. of Pay Days*	Amount of HRA (in Rs.)

*The permissible days of casual leave, duty leave, maternity leave and child care leave shall be treated as pay days. The pay day shall be reduced only in those cases where the research scholars were on without fellowship leave/absence.

Chairperson
(Along with stamp)

Note:-

1. The above report should be submitted for each scheme separately and all research scholars in a scheme must be included in a single report, piecemeal reports shall not be accepted.
2. In case, the fellowship/scholarship is to be stopped then a separate report as per **Annexure - III** be submitted.

Annexure-II

Confirmation Report to stop the payment of Fellowship/HRA for the month of _____

(To be submitted on or before 7th of succeeding month).

Name of Scheme _____

Sr.no.	Name of Scholar	Student ID Reference on the portal	No. of Days	Reason

**Chairperson
(Along with stamp)**

Note:-

1. The above report should be submitted for each scheme separately and all research scholars in a scheme must be included in a single report, piecemeal reports shall not be accepted.
2. The above report should not include those cases where fellowship is to be stopped because of completion of tenure of 5 years, as the UGC Web Portal stops it automatically once the 5 year tenure is completed.

ANNEXURE-III

**FORM FOR SUBMISSION OF ACCOUNTS OF CONTINGENCY GRANTS
AND UTILISATION CERTIFICATE PERIOD _____ to _____.**

1. Name of Awardee :

2. Student ID on the portal :

3. Name of the scheme under which
He/she is working :

4. Period for which the account of
Contingency grant relates :

5. Expenditure :

From.....to.....

Amount.....Dated.....

- a) Books and allied items :
- b) Typing :
- c) Stationery :
- d) Postage :
- e) Chemical and electrical/ electronic goods :
- f) Travel/field work :

6. Period for which the contingency
Grant is payable :

Certificate that the expenditure of Rs. (Rupees
.....) out of the contingency
grant of

Rs.....sanctioned vide Commission letter no. F.....

dated.....in respect ofhas been utilized for the
purpose for which it was sanctioned in accordance with the terms and
conditions laid down by the University Grants Commission for utilization of
contingency grant.

If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund/adjust or regularize the objected amount.

Signature of scholar

Name:

Date:

Signature of Suprvr.

Name:

Date:

Seal:

Signature of HOD

Name:

Date:

Seal:

N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.

Note:-

1. The above prescribed annexure for contingency is applicable for all Fellowship under UGC DBT Schemes except for Dr. D.S.Kothari Fellowship.
2. The supporting documents/bills/vouchers along with this claim of contingency (**Annexure-III**) need not be sent to G&P Section, as the same has to be retained by the Department itself for future reference and record.