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.
4. Director, Computer Centre with a request to circulate the above circular through the official emails of the addressees as above.