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UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala -695 034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

(Re-accredited by NAAC with 'A' Grade)

Ac.EIV/UGC Fellowships/I/2020

01.03.2021

CIRCULAR

Sub:- Institution Based Portal of UGC - Award of various fellowship schemes of UGC – submitting monthly confirmation form reg.

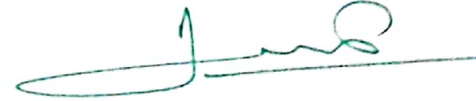
The University is marking monthly payment confirmation on the basis of continuation certificate, HRA certificate and form for submitting accounts of contingent grant for the release of fellowship, HRA and contingent grant respectively for various fellowship schemes sponsored by the UGC in their institution based portal. As per UGC guidelines these documents have to be submitted by the candidates on quarterly basis. The quarterly period as of now is fixed as 1st January to 31st March, 1st April to 30th June, 1st July to 30th September, 1st October to 31st December, on the basis of the documents submitted by the candidates and after getting approval by the Registrar, the University marks monthly payment confirmation. Now, the UGC vide Public notice dated 5th December 2020 has informed that payments were generated for all eligible research scholars upto November 2020 whose monthly payment confirmation was received on the portal during the months of January, February and March 2020. ie. , before the lock down period. Besides the payment is also released for those beneficiaries who are able to mark their monthly confirmation on the Portal.

For the timely disbursement of fellowships to the awardees, the awardees were directed to submit the application for attestation of documents like continuation certificate, HRA certificate and contingent grant certificate immediately after the completion of every quarter. Monthly confirmation of continuation of fellowship shall be submitted on a monthly basis now and the awardees are directed to submit monthly confirmation form (Appended) to the Registrar on or before 5th of every

month. This form can be submitted only by those who have submitted continuation certificate and HRA certificate of the last preceding quarter. The awardees are directed to submit the monthly confirmation form for the month of January 2021 and February 2021 on or before 05/03/2021. Forms submitted after the due date i.e. after 5th of every month will be summarily rejected.

All eligible awardees are also directed to submit the continuation certificate and other certificates of a particular quarter for attestation by the Registrar on or before 15th of subsequent month itself to avoid delay in availing fellowships.

This shall be brought to the notice of all concerned.



REGISTRAR (i/c)

Copy To:

1. **The PS to VC/PVC**
2. **The PA to Registrar/Finance Officer**
3. **The PRO (for webposting)**
4. **The Director, Computer Centre (for webposting in research portal)**
5. **The Director, Planning and Development**
6. **The Joint Registrar/ Deputy Registrar, Campus Administration, University of Kerala, Kariavattom**
7. **The HoD, Teaching Departments**
8. **The Heads/ Principals of other research centres**
9. **Stock file/ File Copy/ Ac.EIV Section**

UNIVERSITY OF KERALA

Scheme:-
Student ID:-

Form for submitting Monthly Confirmation of Continuation of Fellowship under various Schemes of UGC for the month of20..

(Should reach the Ac.EIV Section by 5th of every month. Late and Incomplete applications will be summarily rejected.)(Eg.Form for the month of February 2021 should reach Ac.EIV Section on or before 5th March 2021)

1.	Name of the Awardee	
2.	Subject & Research Centre:-	
3.	UGC Ref No.	
4.	Date of joining Ph.D/ M.Phil:	
5.	Date of joining fellowship:-	
6.	Whether upgraded as SRF: Yes/ No (If Yes, specify the effective date of upgradation)	
7.	Date of submission of thesis (In case if applicable):-	
8.	Date of relinquishment of fellowship (In case if applicable):-	
9.	Contact No.	
10.	Details of leave availed by the Awardee other than casual leave/ duty leave (Specify leave granting details)	

Signature of the Awardee

Certificate

Certified that the above awardee is eligible to receive fellowship for the month of20...and he/she has not availed any other leave other than casual leave/ duty leave.

*Signature of the Supervising Teacher
(Designation seal should be affixed)*

*Signature of the Head of the Research Centre
(Designation seal and office seal should be affixed)*

.....
(Space for Office Use only)

Above information is verified and found correct, if approved, the payment may be approved for the month of20..

Assistant

Section Officer

A.R (Academic II)

D.R (Academic III)

(N.B This form should be submitted by the awardees who have submitted application for attestation of continuation and HRA Certificate upto the previous completed quarter and are eligible for full month fellowship. If the awardee has submitted the thesis/ relinquish the fellowship due to various other reasons there is no need to submit monthly confirmation certificate.)