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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 1971 passed by the Kerala State Legislative Assembly)

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

Ac.EIV/I/7114/2016

Dated:30..01..2017

CIRCULAR

Sub:- Manual to DBT - Payment of UGC Fellowship Schemes – under Direct Benefit Transfer Scheme through new web portal of UGC - reg.

Ref:- 1. D.O. Letter No.F.26-1/2015 (SA-III)/ PFMS dated 29th April 2016
(downloaded from UGC Website)

As per the directions received from UGC, the research scholars who are availing fellowship under various schemes of UGC through University shall claim such fellowship amount through the University upto the period ending 30.06.2016 only. The fellowship with effect from 01.07.2016 will be under the Direct Benefit Transfer Scheme through the new Web Portal launched by UGC.

The fellowship awardees receiving various fellowships through University and who have received their Student ID in the New Web Portal from the University are requested to submit their application for attestation of continuation certificate (one for every completed three months w.e.f 01.07.2016) and HRA certificate (one for every completed three months w.e.f 01.07.2016) by the Registrar and online submission to UGC thereafter. All the fellowship awardees should submit the application in the Various Purpose form along with the necessary documents and in the manner appended herewith, at the earliest.

The application for attestation of continuation certificate, HRA certificate etc. should be submitted on or before 10th of every month. The application shall be complete in all respects (including attachments) as on the date of submission. The attested document of the awardees (who were digitally approved by the UGC) will be uploaded in the New Web Portal before the last day of the month on which it was submitted.

The fellowship awardees can track their fellowship in www.ugc.ac.in/Scholarship Tracking Portal.

The Junior Research Fellows who are to be upgraded as SRF, shall make a request to the undersigned for making necessary changes in the data submitted to UGC regarding the upgradation of JRF to SRF immediately after the conduct of the Assessment Committee Meeting. The fellowship awardees who have relinquished fellowship or who have availed any kind of leave shall apply for the same before submitting application for attestation of documents.

It is also once again informed that **all claims upto the period ending 30.06.2016 in respect of the research scholars who are availing UGC fellowship through University shall be admitted by the University for a limited period only until further orders.** Research scholars and Departments shall make use of this benefit and shall submit all claims at the earliest as the extension now granted is limited to the time allowed for the submission of Utilisation Certificate by the UGC, after which no claims shall be entertained. The fellowship awardees of UGC, who were receiving various fellowships through University and who have not received their Student ID shall report at the Ac.EIV Section without any further delay.

This shall be brought to the notice of all concerned.



REGISTRAR

To

1. The PS to VC/ PVC
2. The PA to Registrar/ Finance Officer
3. The Director, Computer Centre (for web posting in Research Portal)
4. The HoD. Teaching Departments
5. The HoD. Recognised Research Centres
6. The Joint Registrar/ Deputy Registrar, Campus Administration, University of Kerala, Kariavattom
7. Audit Wing/ Cash Wing, University of Kerala, Kariavattom
8. Ad.FII/ Audit V/ Finance II/ Cash II Sections
9. The Under Secretary (SA- I), University Grants Commission, Bahadur Shah Zafar Marg, New Delhi – 110002 (for information)
10. Stock file/ File Copy/ Ac.EIV Section

APPENDIX – 1

(To Circular No.Ac.EIV/I/7114/2016 dated 30.01.2017)

(For the attestation of continuation certificate, HRA certificate etc. for uploading of data in the New Web Portal of UGC for the first time)

1. Application should be in various purpose form duly signed by the Supervising Teacher, Head of the Research Centre duly signed and sealed
2. Copy of Ph.D Registration Order
3. Copy of fellowship orders
4. Statement showing the fellowship and other emoluments claimed by the awardees from the date of joining fellowship through University
5. Copies of fee receipts
6. Recommendation Letter from the Guide countersigned by the Head of the Research Centre
7. The applicant should write in **BOLD Letters** the **Student ID** and **Manual to DBT cases** at the top of the Various Purpose form submitted for attestation by the Registrar for online transmission to UGC.
8. The fellowship awardees can take print out of annexures from the website www.ugc.ac.in/netjrf
9. The documents to be attested by the Registrar shall be complete in all respects. The Student ID should be written on the top of the documents to be attested.
10. The candidates who are claiming their 4th and 5th year tenure of fellowship should submit "*Thesis Submission certificate* or Certificate from the Supervising teacher – "*Thesis Not Submitted till date*".
11. Copy of leave sanctioning order if applicable.
12. Copy of relinquishment order if applicable.

Sd/-
REGISTRAR

Ac.EIV Section

APPENDIX – 11

(To Circular No.Ac.EIV/I/7114/2016 dated 30.01.2017)

(For the attestation of continuation certificate, HRA certificate etc. for uploading of data in the New Web Portal of UGC for the second time onwards)

1. Application should be in various purpose form duly signed by the Supervising Teacher, Head of the Research Centre duly signed and sealed
2. Copy of Ph.D Registration Order
3. Details of documents uploaded in the Web Portal (Printout can be taken from the Scholarship Tracking Portal)
4. Copies of fee receipts
5. Recommendation Letter from the Guide countersigned by the Head of the Research Centre
6. The applicant should write in **BOLD Letters** the **Student ID** and **Manual to DBT cases** at the top of the Various Purpose form submitted for attestation by the Registrar for online transmission to UGC.
7. The fellowship awardees can take print out of annexures from the website www.ugc.ac.in/netjrf
8. The documents to be attested by the Registrar shall be complete in all respects. The Student ID should be written on the top of the documents to be attested.
9. The candidates who are claiming their 4th and 5th year tenure of fellowship should submit “Thesis Submission certificate or Certificate from the Supervising teacher – “Thesis Not Submitted till date”.
10. Copy of leave sanctioning order if applicable.
11. Copy of relinquishment order if applicable.

Sd/-

REGISTRAR