



# UNIVERSITY GRANTS COMMISSION

Bahadurshah Zafar Marg, New Delhi — 110 002,  
www.ugc.ac.in

Fellowship Scheme Name

Fellowship Number

Hosteler: YES / NO

## PROFORMA FOR CONTINUATION CERTIFICATE AND RELEASE OF UGC FELLOWSHIP

This is to certify that I \_\_\_\_\_

Enrolment No. \_\_\_\_\_ R/o. \_\_\_\_\_

\_\_\_\_\_ am continuously working in the

Department/ School \_\_\_\_\_ in the

discipline of \_\_\_\_\_ under the supervision of

Dr./ Prof. \_\_\_\_\_ under the above scheme for the month of

I hereby declare that I am residing at address mentioned, which is not a government accommodation. If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

••• It is also certified that I am not employed anywhere. I am a full time research scholar of the University.

Encls: Attendance Sheet\* for the above period.

\_\_\_\_\_  
(Signature of the Scholar with date)

Contact No. \_\_\_\_\_

Email Id: \_\_\_\_\_

It is certified that the above information and enclosed attendance record has been verified for the month of \_\_\_\_\_ and the progress of the Scholar is satisfactory. His/her fellowship for the month of \_\_\_\_\_ may be released.

Signature of supervisor with stamp

Signature of the Dean with Stamp

Signature of DRC with Stamp

Note: \*Attendance sheet (Monthly-wise) should be verified by the concerned supervisor and Dean of the School.



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## PROFORMA FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE UTILIZATION CERTIFICATE

1. Name of the Fellow \_\_\_\_\_
2. Enrolment No. \_\_\_\_\_
3. Mobile No. & Email ID \_\_\_\_\_ Email: \_\_\_\_\_
4. Residential Address \_\_\_\_\_  
\_\_\_\_\_
5. Name of the scheme under which he/she is working (IRF/SRF/BSR) \_\_\_\_\_
6. Name of the School \_\_\_\_\_
7. Name of the Supervisor (s) \_\_\_\_\_
8. Period of contingency grant release : from: \_\_\_\_\_ to \_\_\_\_\_
9. Expenditure Amount (In T) \_\_\_\_\_ (In words): \_\_\_\_\_
10. Details of Items/ Particulars
  - (a) Books and Allied items
  - (b) Typing (Tracing & Ammonia Printing) :
  - (C) Stationery
  - (d) Postage
  - (e) Chemical & Electrical Goods
  - (I) Travel/Field Work
11. Period for which the contingency grant is payable \_\_\_\_\_

Certified that the expenditure of T: \_\_\_\_\_ out of the contingency grant of T: \_\_\_\_\_ made available to the fellow through Bank under the UGC scheme in respect of UGC-IRF/SRF/BSR has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission

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

Encls: Original Bills for the above mentioned.

Signature of the Scholar with date

**Signature of supervisor with stamp**

Signature of the Dean with Stamp

**Signature of DRC with Stamp**

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