

# **GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

Dwarka Campus, Sec-16-C, New Delhi- 110 078

Website: <http://ipu.ac.in>

No. GGSIPU/ADRC/Ph.D/Adm./2012/10-<sup>L</sup>

Dated: 17/07/2012

## **NOTICE**

**Sub: Indraprastha Research Fellowship (IPRF).**

All the scholar who are getting Indraprastha Research Fellowship (IPRF) shall submit their claim bill in the enclosed proforma for each month for the period from 1<sup>st</sup> to 27<sup>th</sup> of that month in the office of respective Dean's for the claim of fellowship. The claim bill along with attendance duly signed/ verified by respective Supervisor and Dean must reach to the office of Research & Consultancy latest by 28<sup>th</sup> of every month.

Sd/-

**(Dr. Rashmi Bhardwaj)**  
Associate Director, R&C

**Copy to:-**

1. All Dean(s).
2. Controller of Finance.
3. OSD to Vice Chancellor.
4. PS to Registrar.
5. Gaurd file.

**PROFORMA FOR SUBMITTING THE CLAIM FOR THE RELEASE OF FELLOWSHIP**

1. Name of Fellow : .....
2. Mobile No. & Email ID of Fellow : .....
3. Award letter number and date : .....
4. Name of the School : .....
5. Name of the Supervisor : .....
6. Month/ Period of Fellowship Claimed (1<sup>st</sup> to 27<sup>th</sup>) : .....
7. Amount (in Rs.) : ..... (in words) : .....
8. Name of the Bank (with MICR Code) : **Indian Bank, G.G.S IP University Branch, Sec-16-C, Dwarka.**  
**MICR Code: “110019160”**
9. Bank Account No. :

**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 regularise the objected amount.**

**Signature of the Research Fellow**

Certified that the attendance record has been verified for the period (1<sup>st</sup> to 27<sup>th</sup>) from ..... to ..... and also the progress of the Scholar is satisfactory. His/her fellowship for the month of ..... amounting to Rs. .... (in fig.) ..... (in words) may be released.

**Signature of Supervisor**  
Name of the Supervisor

**Signature of the Dean**  
with seal and Date

Recommended and forwarded to release the fellowship amount of Rs. ....

**Signature of DRC**

(To be filled by the Finance Branch)

O.C.R Page No. .... Debit Amount .....  
Checked and passed for Rs. .... on account of fellowship for the month of .....  
to the fellow ..... in Bank Account No. .... of **Indian Bank, G.G.S IP University Branch, Sec-16-C, Dwarka with MICR Code – 110019160.**

**Dealing Assistant**

**Sanctioning Authority**