

CENTRAL UNIVERSITY OF
KARNATAKA
(Established by an Act of the
Parliament in 2009)



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No.CUK/SCH/2023-24/F-51

20 FEB 2025

CIRCULAR

Sub: *Notification for Submission of UGC NON-NET Contingency
Claims for FY 2024-25-Reg.*

Ref: *CUK-Guidelines for award of UGC NON NET fellowship Scheme
dated 26-09-2018.*

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This is to bring to the notice of all the concerned that the research scholars of the University availing UGC NON NET fellowship may submit the claims for the contingency grants for the financial year 2024-25 in the enclosed format, following the instructions provided.

The claims shall be submitted to O/o **Scholarship Section, Room No.16 2nd Floor, ADMN Building, CUK on or before 4:00pm 17-03-2024.** The claims received after the stipulated date shall not be considered.


20/2/25
REGISTRAR

Copy to:

1. All the Deans/HoDs/Directors: -To share the contents of the Circular with the students.
2. PS to Hon'ble VC, O/o Registrar, Academic Section.
3. System Analyst. -To upload on University Website.
4. Raj Bhasha Section- For Translation.
5. Concerned File.

कुलसचिव / REGISTRAR
कर्नाटक केन्द्रीय विश्वविद्यालय
Central University of Karnataka
कलबुरगी / KALABURAGI



UGC NON-NET/JRF-SRF/ICSSR/DST CONTINGENCY FORM

1.	Name of the student	
2.	Department	
3.	Fellowship Type NON-NET/JRF-SRF/ICSSR/DST (Any other please specify)	
4.	CUK Enrollment No.	
5.	Date of Registration of PhD	
6.	Date of Joining	
7.	Contingency claim for the Financial Year	
8.	Total Amount claimed	
9.	Contact No.	
10.	Email ID	
11.	Have you submitted thesis? (Yes/No)	
12.	If Yes, Date of submission of thesis	

Instructions to be followed:

- 1) Original bills in name of respective student should be attached with the claim form.
- 2) The items purchased should be clearly mentioned on the bills.
- 3) The bills should pertain for the period 1st April to 31st March of the respective financial year.
- 4) The Department shall verify the claims submitted by the research scholar and the concerned supervisor shall certify each bill.
- 5) The claim of registration fee for attending conference / seminar shall be submitted along with fee paid receipt/bill and the permission letter issued by respective Dean/HOD/Coordinator.
- 6) Bills such as Estimate/Quotation/ color Xerox of bills or tempered / overwritten bills shall not be considered.
- 7) All the purchases such as consumable/non consumable, travel if any shall be solely for the research purpose.
- 8) The travel claims shall be restricted to second class sleeper only or ordinary bus. Whichever is lower.
- 9) Incomplete forms shall be summarily rejected.

Declaration by Research Scholar:

I hereby declare that I will comply with the UGC/GOI/University norms and I am liable to refund the excess amount/ incorrect claims, if any found at later stage after verification, drawn by me. The UGC/University may seek refund or adjust any wrong/excess payment drawn by me or paid to me. I also understand that penal action, as per prevailing law, may be taken against me and the University may also initiate disciplinary action against me for wrong claims if any.

Signature of the research scholar

Statement of particulars for Contingency claim.

Sl.No	Bill No. and Date	Item /Particulars	Purpose of expenditure	Amount	Remarks
Total amount claimed					
Rupees.....					
Total No. of original bills attached					

Hence, recommended for reimbursement of contingency claimed as above.

Research Supervisor

Head of the Department
Seal and Signature

Dean of the School
Seal and Signature