

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

28<sup>th</sup> March, 2024

**CIRCULAR**

- Sub:** *Extension for claiming of arrears of UGC JRF/SRF upto Dec-2023 – Reg.*  
**Ref:** *i. Public notice by UGC dated 18th January 2024.  
ii. Instructions by UGC in the Video Conference meeting Dated 24-01-2024.  
iii. Public notice by UGC dated 07 February 2024.  
iv. University Circular No. CUK/SCH/2023-24/F-51 Dt: 29<sup>th</sup> Jan, 2024.*

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In continuation with the UGC Public Notice dated 18th January 2024 pertaining to the fellowship/house rent allowance/contingency claims admissible up to December 2023, the UGC vide Public notice by UGC dated 07 February 2024 has extended the last date for claim has been extended to April-2024 cycle (01 to 8<sup>th</sup> of the month).

In this regard, all the scholars availing fellowship under various schemes of UGC through the SFMP portal are advised to check the status of pending claims through the SFMP scholars corner and submit their request with appropriate proof of documents (monthly claim form/ Contingency/HRA) to the office of Nodal Officer Scholarships on or **before 4.00 PM 4<sup>th</sup> April 2024.**

**For claiming pending Fellowships/HRA/Contingency prior to Feb-2023:**

All the claims prior to Feb-2023 are disabled for payment on the Canara Bank Fellowship portal. For such claims if any, required special process called **Exception initiation** need to be followed. The payment for such cases shall be enabled only after the exception process is approved by the UGC. Therefore, the research scholars with the pending claims if any, prior to Feb-2023 are informed to submit the reasons for delay in the enclosed format on or **before 2-04-2024** for onward process.

**Copy to:**

1. All the Deans/HoDs/Directors: -All are requested bring the content of the Circular among the students.
2. PS to Hon'ble VC, O/o Registrar, Academic Section.
3. System Analyst. -To upload on University Website.

**REGISTRAR**

28/3/24  
कुलसचिव / REGISTRAR  
केंद्रीय विश्वविद्यालय  
Central University of Karnataka  
कलबुरगि / KALABURAGI



**FORM FOR EXCEPTION INITIATION**

|   |                                                                           |  |
|---|---------------------------------------------------------------------------|--|
| 1 | Name of the scholar                                                       |  |
| 2 | UGC Reference ID<br>(SFMP portal student ID)                              |  |
| 3 | Department                                                                |  |
| 4 | Details of pending claims<br>(Contingency/HRA/Fellowship)<br>With period. |  |
| 5 | Reasons for delay                                                         |  |

**Signature of the research scholar**

**Research Supervisor Remarks :**

**HOD Remarks :**

**Signature  
Supervisor**

**Seal and Signature  
HOD/ Coordinator**

**Note : All Fields are mandatory and incomplete forms shall be summarily rejected**

**University Grants Commission  
SA-III Section**

**CERTIFICATE IN SUPPORT OF THE EXCEPTION REQUEST SUBMITTED BY THE INSTITUTION**

**Name of the Institution:** \_\_\_\_\_

1. Certified that Mr./Ms. \_\_\_\_\_ is/was a **REGULAR FULL TIME** research scholar of this institution w.e.f. \_\_\_\_\_ to \_\_\_\_\_ under the UGC fellowship scheme of \_\_\_\_\_.
2. He/She has submitted his/her M.Phil. dissertation on \_\_\_\_\_.
3. He/She has completed his/her research and submitted his/her Ph.D. thesis on \_\_\_\_\_.
4. Gap period between date of submission of M.Phil. dissertation and date of admission for Ph.D is \_\_\_\_\_ months. It is understood that candidate is not eligible for fellowship etc. during the gap period and we will not submit any claim for this period.
5. We have gone through the matter and only after satisfying ourselves of all the facts, have submitted the matter for seeking 'Exception'/approval of UGC for linking/uploading of old/pending financial claims of above mentioned scholar.
6. The request for seeking 'Exception', submitted to UGC, conforms to the Guidelines of the scheme under which scholars is/was getting fellowship. We are satisfied with the explanation of candidate for delay.
7. We understand that UGC will disburse the amount of fellowship directly to the account of candidate on the basis of information and details of candidate uploaded by our institution on the scholarship portal. Our institution is solely responsible for correctness of facts and information uploaded on the scholarship portal.

|                                                                    |                                                                                           |
|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>SIGNATURE OF CANDIDATE:</b><br><br><br><br><br><br><b>Date:</b> | <b>SIGNATURE OF GUIDE/ SUPERVISOR</b><br><br><br><br><br><br><b>Date:</b><br><b>Seal:</b> |
| <b>Name:</b>                                                       | <b>Name:</b>                                                                              |
| <b>Email ID:</b>                                                   | <b>Designation:</b>                                                                       |

|                                                                                             |                                                                                                  |
|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| <b>SIGNATURE OF HEAD OF DEPARTMENT:</b><br><br><br><br><br><br><b>Date:</b><br><b>Seal:</b> | <b>SIGNATURE OF HEAD OF THE INSTITUTION:</b><br><br><br><br><br><br><b>Date:</b><br><b>Seal:</b> |
| <b>Name:</b>                                                                                | <b>Name:</b>                                                                                     |
| <b>Designation:</b>                                                                         | <b>Designation:</b>                                                                              |

**Note: 1.** Kindly ensure that all the particulars of signatories are completely filled and are readable.

**Note: 2.** A scanned copy of document is required on the designated email ID. Hard copy of this should be kept in safe custody of University/Institution/College.

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