

Dated: 05.11.2016

**CIRCULAR**

Sub:- DoR-checklist for forwarding communications- intimating of -reg

Ref :- \_\_\_\_\_

The Checklist shown below is to be strictly adhered to, while forwarding the documents such as Continuation Certificate, Half Yearly Progress Report, HRA Certificate etc. submitted by the scholars, for obtaining the countersignature of the Registrar,

**Check List (to avoid defects in submitting documents-DBT mode)**

• **Joining Report**

1. Copy of Award Letter sanctioning fellowship.
2. Copy of Ph.D registration order.
3. Certificate from HoD to the effect that the candidate is not availing any other fellowship.
4. In the case of M.Phil candidates a declaration from the HoD that the scholar has been admitted to M.Phil course fulfilling the conditions of admission of the University /Institution.
5. Signature of the Scholar, Guide and HoD in relevant pages along with office seal in the space provided.

• **Continuation Certificate, HRA Certificate, Half Yearly Progress Report**

1. Certificate from HoD to the effect that the candidate is not availing any other fellowship.
2. Certificate from HoD to the effect that the candidate is actively involved in research during the period .
3. Certificate from HoD to the effect that the progress of research of the candidate during the period is satisfactory.
4. Attendance statement in the format as given in the website of DoR(format attached below) is to be enclosed.
5. In the Continuation certificate, the three month period (**Period of claim**) is to be correctly mentioned.
6. In the Half Yearly Progress Report, the six month period (**Period of claim**) is to be correctly mentioned and all the columns should be completely filled. (No column should be left blank).
7. In the HRA certificate, the **amount and period of claim** are to be correctly mentioned.
8. The Form for submitting accounts of contingency grants and the utilization certificate is to be submitted only after claiming the fellowship for that period.
9. In the case of M.Phil candidates, a declaration from the HoD that the scholar has been admitted to M.Phil course fulfilling the conditions of admission of the University /Institution.
10. Signature of the Scholar, Guide and HoD in relevant pages along with office seal in the space provided.
11. The scholars who were not in DBT mode earlier, are to enclose (a) copy of UGC JRF award letter, (b)Copy of UO sanctioning UGC JRF, (c)Copy of UO granting upgradation to SRF if any, while forwarding the CC, HRA etc. for the first time.

- **General Instructions**

1. The fellowship received by the Scholar (if any) is to be clearly mentioned in all communications.
2. Every application should be duly recommended and forwarded by the HoD.
3. While forwarding the application for medical leave, the period of leave (ie. from - to date), number of days and the nature of leave (ie with/without fellowship) is to be mentioned.
4. Medical certificate and fitness certificate containing the date from which fit to join duty, is to be attached along with leave request.
5. While attaching punching report, the duty leave, permission, Casual leave etc. availed by the scholar, attested by the HoD with remarks as 'Verified and found correct as per attendance register' is to be mentioned.
6. **Overwriting in the certificates submitted** (continuation certificate, Half yearly progress report, HRA certificate, FUC etc) **will not be entertained.**

**Geetha M.P.**

Deputy Registrar

To

Heads of all Departments

Copy to : PS to VC/PA to PVC/PA to Registrar/ PA to FO/SF/FC

Forwarded / By Order

Section Officer