



KANNUR UNIVERSITY
RD-C

No. RD-C/C3/2340/2020

KannurDated: 03.10.2021

CIRCULAR

Sub:- Ph.D. programme – University junior Research Fellowship sanctioned to Research Scholars – Submission of Uty JRF bills claiming fellowship – Mode of submission & Documents to be attached – Guidelines issued.

Ref :- 1. University order of even no. dated 03.02.2021 & 08.03.2021
2. Circular of even no. dated 06.02.2021 & 19.02.2021
3. U.O. Note no. Fin D3/Pre audit/Gen/2021 – 22 (ii) dated 13.07.2021 from Finance Branch

University orders were issued granting University Junior Research Fellowship to full time research scholars @ Rs. 10,000/- per month as per ref. cited (1), subject to complying with the directions in the order.

Necessary guidelines for claiming University JRF and submission of bills have been issued vide ref. cited (2).

Finance branch of the University intimated vide ref. cited (3) that full time research scholars who are eligible to avail fellowship have to submit the bills and supporting documents claiming the same for every completed six months, failing which the fellowship granted is liable to be cancelled and to comply with the direction.

In continuation to the circulars cited (2) the following directions are issued for availing University JRF by full time research scholars.

1. Fellowship bills are to be submitted once in **six months**.
2. The under mentioned documents are to be attached with the bill in the order of sequence
 - Fellowship bill – for the period of claim.
 - Order sanctioning fellowship – RD-C/C3/2340/2020 dated 03.02.2021 / 08.03.2021.
 - Self attested copy of bank account details.
 - Stamped receipt duly signed (with name) by the Scholar for the amount claimed.
 - Certificate to the effect that the candidate is not availing any other financial assistance during the period of claim and not engaged in paid /unpaid assignment.
 - Attendance certificate.
 - Progress report.
 - For claiming duty leave – prior permission letter duly recommended by the Research Supervisor and sanctioned by the Head of the research centre along with duty certificate, if any.
 - Leave sanction order, if any, during the period of claim.
 - Ph. D. Registration order.
3. The bills and supporting documents, in the sequence mentioned above, **should be neatly punched and tagged**.
4. Necessary attestation from the Research Supervisor / Head of the Research centre

- (with seal), should be provided wherever applicable
5. Research scholars availing fellowship for the first time are to submit an affidavit / undertaking on a stamp paper worth Rs. 100/- (Rupees One hundred only) as stipulated at para 9 (xii) of the order dated 03.02.2021.
 6. Fellowship bills should be submitted for completed months – except in case of beginning and ending of fellowship period.

Heads or research centres should ensure that the bills submitted adhere to the above directions and are to be strictly complied with.

Fellowship bills submitted in violation of the directions issued will be rejected without further communication.

Dr. Joby K Jose

DIRECTOR (Research Directorate)

For Director

To:

Heads of Research Centre
Research Supervisors

Copy to:

PS to VC / PA to PVC / PA to FO

Forwarded / By Order

SECTION OFFICER