

DBT – JRF Procedures

TRANSFER PROCEDURE w.e.f 01.04.13

1. Utilization Certificate and Statement of Expenditure (UC & SOE) till date of resignation from old institute
(If date of Transfer falls after 31st March, two separate UCs & SOEs required -
A) for whole year ending on 31st March.
B) for period from 1st April till date of resignation from old institute)
2. Refund of unspent balance by way of DD in favour of National Centre for Cell Science payable at Pune
3. Claim form from new institute for fellowship due.
4. No fellowship for gap period for transfer from old to new institute.
5. Application from the student requesting for transfer addressed to the Coordinator, DBT-JRF programme along with consent letter of previous & new guide for transfer through proper channel.
6. Consolidated Progress Report of the work carried out in previous institute duly forwarded by previous guide & Head of institute.
7. Document supporting Ph. D. Registration in previous /new Institute.
8. New Data sheet to be forwarded through proper channel of new institute.
9. Total tenure of fellowship will be maximum of 5 years from original date of joining at old Institute.
10. After settlement of all the above, fellowship from the date of joining at new institute will be sent.

RESIGNATION PROCEDURE w.e.f 01.04.13

1. Utilization Certificate and Statement of Expenditure (UC & SOE) till date of resignation (If date of resignation falls after 31st March, two separate UCs & SOEs required -
 - A) for whole year ending on 31st March
 - B) for period from 1st April till date of resignation)
2. Refund of unspent balance by way of DD in favour of National Centre for Cell Science payable at Pune
3. A copy of Resignation letter with date of resignation stating reasons for resignation, duly forwarded through guide and Head of institute
4. A copy of Relieving Order issued from the Institute / University.
5. Consolidated Progress Report till date of relieving duly forwarded by guide and Head of institute.

Ph. D. Submission procedure
(as revised on 01.04.2013) including current placement
(applicable for submissions after 25.01.11)

1. (A) if the viva voce exam. for Ph.D. thesis is conducted before the end of fifth year and fellowship is paid till the end of fifth year then:-

Utilize your fellowship, HRA and contingency etc. on pro-rata basis, till the date of viva voce exam., and send Utilization certificate and Statement of Expenditure in the DBT formats (till date of viva voce exam).

B) if the viva voce exam is not conducted before the end of 5th year:-

Then Fellowship will be paid till the end of 5th year only.

Then send Utilization certificate and Statement of Expenditure (UC & SOE) till the end of 5th year, in the DBT formats giving bifurcation of all amounts as fellowship, HRA and contingency.

2. Refund of whole unspent balance, after the end of 5th year or date of viva voce exam, whichever is earlier, by way of DD in favour of öNational Centre for Cell Scienceö payable at Pune.

3. Please note that the unspent balance after the end of 5th year or date of viva voce exam whichever is earlier, cannot be carried forward and all the expenses and purchases should be made before that (Bill date before that). Balance remaining unspent should be refunded as explained in point No.2 above.

4. Information regarding current placement after thesis submission

5. Ph.D. completion report is to be submitted through proper channel to the Coordinator, DBT-JRF Programme office, NCCS, mentioning the date of thesis submission and date of viva voce.
6. Send a soft of thesis and publications (hard copy) by post.

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