



# UNIVERSITY GRANTS COMMISSION

Bahadurshah Zafar Marg, New Delhi – 110 002,  
[www.ugc.ac.in](http://www.ugc.ac.in)

## **PROFORMA FOR CONTINUATION CERTIFICATE AND RELEASE OF UGC FELLOWSHIP** **as a (JRF /SRF/ BSR: \_\_\_\_\_) in Science, Humanities & Social Sciences**

This is to certify that I \_\_\_\_\_

Enrolment No. \_\_\_\_\_ R/o. \_\_\_\_\_

\_\_\_\_\_ am continuously working in the

Department/ School \_\_\_\_\_ in the

discipline of \_\_\_\_\_ under the supervision of

Dr./ Prof. \_\_\_\_\_ under the above scheme for the quarter from

\_\_\_\_\_ to \_\_\_\_\_.

- ❖ I hereby declare that I am residing at address mentioned, which is not a government accommodation. If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.
- ❖ It is also certified that I am not employed anywhere. I am a full time research scholar of the University.

**Encls:** Attendance Sheet\* for the above period.

\_\_\_\_\_  
**(Signature of the Scholar with date)**

**Contact No.** \_\_\_\_\_

**Email Id:** \_\_\_\_\_

It is certified that the above information and enclosed attendance record has been verified for the quarter from \_\_\_\_\_ to \_\_\_\_\_ and the progress of the Scholar is satisfactory. His/her fellowship for the month of \_\_\_\_\_ may be released.

**Signature of supervisor with stamp**

**Signature of the Dean with Stamp**

**Signature of DRC with Stamp**

**Note: \*Attendance sheet (Monthly-wise) should be verified by the concerned supervisor and Dean of the School.**



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## PROFORMA FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE UTILIZATION CERTIFICATE

1. Name of the Fellow : \_\_\_\_\_
2. Enrolment No. : \_\_\_\_\_
3. Mobile No. & Email ID : \_\_\_\_\_ Email: \_\_\_\_\_
4. Residential Address : \_\_\_\_\_  
: \_\_\_\_\_
5. Name of the scheme under which he/she is working (JRF/SRF/BSR) : \_\_\_\_\_
6. Name of the School : \_\_\_\_\_
7. Name of the Supervisor (s) : \_\_\_\_\_
8. Period of contingency grant release : from: \_\_\_\_\_ to \_\_\_\_\_
9. Expenditure Amount (In ₹) : \_\_\_\_\_ (In words): \_\_\_\_\_
10. Details of Items/ Particulars
  - (a) Books and Allied items :
  - (b) Typing (Tracing & Ammonia Printing) :
  - (c) Stationery :
  - (d) Postage :
  - (e) Chemical & Electrical Goods :
  - (f) Travel/Field Work :
11. Period for which the contingency grant is payable : \_\_\_\_\_

❖ Certified that the expenditure of ₹: \_\_\_\_\_ out of the contingency grant of ₹: \_\_\_\_\_ made available to the fellow through Bank under the UGC scheme in respect of UGC-**JRF/SRF/BSR** has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the University Grants Commission

❖ If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

**Encls:** Original Bills for the above mentioned.

**Signature of the Scholar with date**

**Signature of supervisor with stamp**

**Signature of the Dean with Stamp**

**Signature of DRC with Stamp**

**Note:** For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.