



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलकुडी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/
Thiruvapur - 610 005

No.CUTN/FO/2018-19/1933

March 28, 2019

OFFICE MEMORANDUM

Sub.: Release of Non-NET Fellowships- Modified Procedure -reg.

It has been observed that there were considerable delay in the process for approval and payment of Non-NET Fellowships as per existing procedures such as Attendance from the Department / Guide and No Dues Certificate from the Chief Warden's Office and routed through Academic Section to Finance Section and then Finance Section processing for approval first & second processing for payment. These processes taking unnecessary time and delay in payment. These has been discussed in the meeting of Deans and Statutory Officers held on 7th February 2019 and suggested to improve/modify the existing procedures. The suggested procedures has been confirmed to adopt in the subsequent meeting held on 20th February 2019.

Accordingly, the Competent Authority has approved to adopt the following procedures to avoid delays & for timely payment of Non-NET Fellowships and supersedes the earlier notifications/circulars issued in this connection:

- 1) Monthly Fellowships will be released by the Finance Section in the first week of succeeding month irrespective of attendance, based on their approved Fellowship period and amount. (i.e. January month Fellowship will be released in the first week of February and so on)
- 2) Attendance Deficiency, if any shall be deducted from the following month's Fellowship.
- 3) The following process shall be maintained:
 - a) Submission of Fellowship Claim Form by individual Fellowship holders latest by 5th of every month for previous month;
 - b) Certification of Guide/HOD;
 - c) Departments shall forward the same collectively to Academic Section latest by 10th of every month;
(If any one Fellow is not able to submit their form in time, Departments shall forward the Consolidated report without waiting for them.)
 - d) Combined/Consolidated Final Attendance Report for the previous month shall be forwarded to Finance Section latest by 15th of every month.

- 4) If previous month's (i.e. for March) Claim Form along with Attendance Report is not submitted in time and not forwarded in time to Finance Section, as mentioned under Para (3) above , the fellowship (s) of the concerned will not be processed for next month (i.e. for April and so on).
- 5) Delayed submission will be considered/processed along with next to next month's fellowship (i.e. submission of March 2019 Claim Form/Attendance Report after 15th of April 2019 will be considered along with May 2019 Fellowship payable in 1st Week of June 2019).
- 6) Semester Fee and Hostel Rent shall be deducted from the Fellowship amount in two equal monthly instalments, beginning of each semester. (i.e. for Odd Semester, June Fellowship payable in July & July Fellowship payable in August; and for Even Semester, Dec. Fellowship payable in Jan. & Jan. Fellowship payable in Feb.). If there is a delay or failure in submission of Claim Form along with Attendance Report during these period, the concerned Students/Fellowship holders has to pay their Semester Fee & Hostel Rent through SB Collect as per fee notification and within the prescribed timeline.
- 7) Individual Mess payments/dues shall be regulated, as same as applicable to Other Students (i.e. Other than Fellowship holders).
- 8) This comes into effect from 1st April 2019 (i.e. March 2019 Fellowship will be released in the first week of April 2019) till further orders.

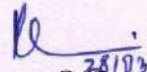
This issues with the approval of Competent Authority.

To

All Non-NET Fellowship holders

Copy to

- 1) Vice Chancellor, CUTN
- 2) Registrar, CUTN
- 3) Controller of Examinations, CUTN
- 4) All Deans of Schools, CUTN
- 5) All Heads of Departments, CUTN
- 6) All Chief Wardens, CUTN
- 7) All Faculty Members, CUTN
- 8) Joint Registrar (Academic), CUTN
- 9) Assistant Registrar (Purchase), CUTN
- 10) Assistant Registrar (Finance) i/c, CUTN
- 11) Finance Section, CUTN
- 12) File


28/03/19
Finance Officer

सी. एम. ए. वी. पलानी
CMA V. PALANI
वित्त अधिकारी
Finance Officer
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