

JADAVPUR UNIVERSITY
KOLKATA - 700 032

Ref. No REC/N/385 /13
Dated: 18/12/2013

NOTICE

This is for information of all concerned that the UGC NON-NET FELLOWS/SCHOLARS are required to draw the fellowship through Bank Transfer (BT) at any SBI Branches with effect from January,2014.

- a) To avail the process the "Attendance Report" of the Fellows/Scholars need to be submitted in advance by 28th of a month to the UGC & STATE GOVT. CELL for the processing of the fellowship on the 7th of the next month. Those who failed to submit their attendance by 28th, their fellowship may be processed with the claim of next month.
- b) All the PIs, Guides, Director of the Schools, Head of the Departments and Deans are hereby requested to help with the process of submission of the "Attendance Report" in advance, as requested for helping the process.
- c) The Fellows/ Scholars must have an account in any SBI Branch where the Fellowship amount will be transferred provided the specified SBI Branch is covered under CBS facility.

The Format of a) Attendance Report, b)Declaration-cum undertaking, and c) Bank Transfer Application Form are available from UGC and State Govt. Cell, J.U as well as University website : www.jaduniv.edu.in

All concerned are requested to note the same and avail the facility available to all.

Co-operation is solicited.

FINANCE OFFICER

To:-

All Arts & Science Academic Departments /Section /Units, All Schools, All Deans, All Offices.

**JADAVPUR UNIVERSITY
U.G.C & STATE GOVT. CELL
KOLKATA - 700 032**

**OPTION FORM FOR BANK TRANSFER OF FELLOWSHIP THROUGH STATE
BANK OF INDIA A/C**

I am working under the guidance /supervision of Prof. /Dr. _____ in the Department/Schools of _____ of Jadavpur University. I am furnishing other relevant information below for your perusal.

I, Sri/Smt. _____ express my willingness for transfer of my fellowship to my State Bank of India A/C directly and authorized you to do the same, Payment made to the bank account will be considered as payment made to me and I will sign in the Fellowship Register within 30th of the month positively as per rule. My bank A/c and other details are as under:

1. Name of the Scholar/Fellow(BLOCK LETTER): _____

2. Name of the Department /School : _____

3. Name of the Guide : _____

4. SBI Account Number : _____

5. Name of the CBS Branch & Branch Code : _____

6. Address of the Branch with Telephone Number : _____

7. Category of Scholar/Fellow : _____
(M. Phil/ Ph.D)

8. Date of Joining to Scholarship : _____

Date: _____

Signature in full

Department/Schools _____

Mobile No. _____

Encl: A Photocopy of the 1st page of the Bank Passbook.

OFFICE USE ONLY

Fellowship Register No. _____ Folio NO. _____

Signature of Assistant/Superintendent