



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
"A State University established by Govt. of NCT of Delhi"
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IPU

OFFICE OF THE DIRECTOR (RESEARCH & DEVELOPMENT CELL)

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F.35(1)(1)/2026/RDC/3347

Dated: 05.02.2026

Sub: Timely Submission of Fellowship Claim Bill by Ph.D. Research Scholars.

1. This is in continuation with the previous circular no.L.No.GGSIPU/RDC/Ph.D./2024/2308 dated 01.03.2024 and circular no.L.No.GGSIPU/RDC/Ph.D./2024/2572 and F.35(1)(1)/2025/2782 dated 09.09.2024 and 01.01.2025 respectively. It is once again reiterated about the timely submission of fellowship claim bills duly forwarded by the Supervisor and Dean of the concerned USS/Director of Centre of Excellence, **so as to reach the office of RDC by 7th of every month.**

All Deans of USS/Directors of Centre of Excellence must ensure timely submission of fellowship claim bills of Ph.D. research scholars of their USS/Centre to the office of RDC.

2. All fellowship claim bills submitted late should be accompanied by a written justification by the research scholar, clear comments by the research supervisor regarding the justification stated by the research scholar and recommendation of the Dean/Director. In the absence of above, the fellowship claim bills shall not be forwarded by the office of RDC for payment.
3. As mentioned in Clause 2(e) of the STRF guidelines the assessment committee may be constituted before the expiry of 3 years for all eligible Ph.D. research scholars to minimize the delay in the process.
4. This is in continuation to previous Circular titled "Timely Submission of Fellowship Claim by Ph.D. Research Scholars", 'Revised STRF Guidelines' vide No. F.35(1)(1)/2024/RDC/2775 dated 24.12.2024 issued by the office of RDC and IUPF guidelines. It is once again reiterated that 'submission of Ph.D. thesis' shall mean 'the date of submission of Ph.D. thesis in the office of the Dean of the concerned USS/Director of the Centre of Excellence by the Ph.D. research scholar for evaluation by the examiners'.

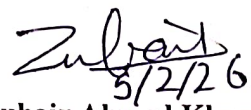
This issues with the approval of Competent Authority.

Submitted for strict compliance please.


(Prof. Nimisha Sharma)
Director (RDC)

Copy to:-

1. Dean USICT, USM&AHS, USMS, USCT, USBT, USEM, USBAS, USHSS, USLLS, USAP, USE, USMC, USAR, USLA and USDI
2. Director CEDM, Director CEPS.
3. Controller of Finance.
4. AR to Hon'ble Vice Chancellor for kind information please.
5. SO to OSD to Hon'ble VC for kind information please.
6. AR to Registrar for kind information please.
7. Head UITs, server room for uploading on the university website.
8. Guard File.


(Dr. Zubair Ahmed Khan)
Associate Director (RDC)