GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
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F.35(1)(1)/2026/RDC/3858 **Date: 12th November 2026**

CIRCULAR

Sub: Strict Compliance of fellowship Guidelines.

It has come to the notice of the Office of the Research & Development Cell (RDC) that certain discrepancies have been observed in the maintenance of leave records and the calculation of fellowship claim amounts in the fellowship claim bill forms submitted by Ph.D. Research Scholars availing financial assistance from GGSIPU & other agencies outside GGSIPU.

Accordingly, all concerned Ph.D. Supervisors and Deans of the respective USS/Directors of Centres of Excellence are hereby advised to exercise due diligence and ensure the following:

1. Every fellowship claim shall be duly scrutinised and verified with reference to the actual attendance and leave records of the concerned Ph.D. Research Scholar before its recommendation and forwarding to the RDC.
2. The fellowship claim amount shall be calculated strictly in accordance with the applicable provisions of the fellowship Guidelines, ensuring that appropriate deductions, wherever applicable, are duly reflected in the claim.
3. The Ph.D. Supervisor and the Dean of the concerned USS/Director of the Centre of Excellence shall take cognizance of the leave position and ensure the correctness and authenticity of the fellowship claims recommended by them. The fellowship claim bill forms must be recommended and forwarded to the Research & Development Cell only after proper verification and due diligence.

This is for the information and strict compliance of all relevant stakeholders.

(Prof. Nimisha Sharma)
Director (RDC)

Copy to:-

1. Dean USIC&T, USM&AHS, USMS, USCT, USBT, USEM, USBAS, USHSS, USLLS, USAP, USDI, USE, USAR, USLA and USMC.
2. Director, CEPS and CEDM
3. AR, VC Secretariate, for kind information of Hon'ble Vice Chancellor.
4. SO, OSD to Hon'ble VC for kind information of OSD to Hon'ble Vice Chancellor.
5. AR to Registrar, for kind information of Registrar.
6. Project Director, UITS for upload on the University website.
7. Guard File.

12/11/26

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