

INTRODUCTION

UGC has designated Canara Bank as the Nodal agency for disbursing Scholarship/Fellowship of UGC as per the guidelines from UGC time to time. Accordingly Canara Bank has developed a state of the art scholarship disbursal system integrated with Public Financial Management System (PFMS) under the guidance of UGC as per the requirements for the monthly disbursal of Scholarships/Fellowship through DBT. UGC has issued guidelines for the above vide the notification ref F:No.19-09/2018(SAIII/CB-sop) dated 10.10.2018, published on 11.10.2018

Further UGC has decided to implement certain modifications in the guidelines as notified vide the above notification which is detailed as below

Gist of modifications

1. **Discontinuation of Auto Upgradation from JRF to SRF:** *With effect from September 2019 Upgradation from JRF to SRF requires upload of upgradation certificate*
2. **Incorporation of functionality for Contingency Modification:** *An option to modify the contingency amount in the payment schedule.*
3. **AADHAAR updation:** *An option for AADHAAR updation based on OTP authentication has been enabled*
4. **Discontinue Marking/Removal:** *Discontinue marking approval can be done by Institution. An option for removing the discontinuation marking also is given in the portal. Discontinue removal requires approval from UGC*
5. **Incorporation of Exception Functionality:** *An option to request specific permission from UGC for processing some exceptional cases.*
6. **Incorporation of Mark Completion functionality:** *Functionality for updating course completion details to assess outcome.*
7. **Intermittent Break:** *An option to enter the details of Intermittent Break availed by the Scholar.*

- 8. Academic Leave:** *An option to enter the details of Academic Leave availed by the Scholar.*
- 9. OTP based Login for Users:** *A new system of OTP Login has been introduced for University/Institution Users to Login to the UGC Web Portal. When the University/Institution User tries to Login to the UGC Portal, an OTP will be sent to the registered mobile number as well as to the registered email ID in the UGC Web Portal.*
- 10. Change Stream:** *An option to change the stream of research for the Scholar.*
- 11. Transfer of Scholar ID:** *An option given to the Universities/Institutions to Transfer the Scholar and/or accept the transferred Scholar.*

Consolidated guidelines including the modified processes are given as below

I) Revised Process Flow for Scholarship/Fellowship payments

UGC has implemented a revised process for DBT payment of Scholarship and Fellowship through the web portal developed by Canara Bank with effect from 1st October 2018. The new process is applicable for the following Fellowship/Scholarship schemes.

1. Indira Gandhi Scholarship Scheme for Single Girl Child
2. PG Scholarship for University Rank holders
3. Post Doctoral Fellowship for SC & ST
4. PG Scholarship for Professional courses for SC/ST
5. Emeritus Fellowship
6. Post Doctoral Fellowship to Women Candidates
7. Kothari Fellowship

8. NET-JRF Fellowship
9. BSR Fellowships in Sciences
10. Dr. S Radhakrishnan Postdoctoral Fellowship in Humanities & Social Science
11. Swami Vivekananda Single Girl Child Scholarship for Research in Social Sciences
12. Ishan Uday-Special Scholarship Scheme for North Eastern Region
13. National Fellowship for students of Other Backward Classes (OBC)
14. UGC-BSR Faculty Fellowship Scheme
15. PG Scholarship for M.E/ M.Tech/ M.Pharm to GATE/GPAT qualified candidates
16. Rajiv Gandhi National Fellowship for SC
17. Maulana Azad National Fellowship-Minority

1. Gist of Revised process

- 1.1 In the previous system the payments were generated based on the continuation details and other details as submitted by the University/Institution in the web portal and as approved by UGC.
- 1.2 In the revised process, system is generating payments for all the candidates linked by Universities/Institutions based on a monthly confirmation of the list of candidates as submitted by the Universities/Institutions in the web portal.
- 1.3 If payment has to be stopped for any candidate, then University/Institution has to submit stop payment instruction for that candidate through a specific option as provided in the web portal.

2. Detailed process flow

2.1 Link Candidate

Option:

Master Data Enhancement->Link Candidate

2.1.1 The first step for starting payment of Fellowship/Scholarship through the Web portal is the process called “Link Candidate.”

2.1.2 Linking is the process by which University will link a Candidate to the University as one time measure. Linking has to be approved by UGC.

There are two types of linking.

- a) Linking a candidate who was already availing Fellowship/Scholarship through Canara Bank branches (Existing candidate).
- b) Linking a candidate who has newly awarded the Fellowship/joined the course for scholarship (New Candidate).

- For an existing Candidate the details such as Account Number and IFSC code will be already available in the system.
- For a new Candidate, University has to enter the details such as IFSC code and Account Number of the candidate while linking.
- If the date of joining is more than 6 months old, then system will generate alerts to UGC while approving the linking.
- For all Candidates, whose data have not been linked to the University, the maximum period allowed between date of linking and date of result/cut off date is 24 months for Fellowship Schemes whereas it will be 12 months for Scholarship schemes.
- For existing candidates the maximum period allowed for linking is 24 months from date of last certificate uploaded.
- Any linking beyond the above mentioned period requires the approval from UGC through Exception Option provided in the Portal.

2.1.3 Upon linking a candidate, system will generate a payment schedule which is a projection for period, component and frequency of payments. System will display payment schedule of a candidate in the screen while linking the candidate. University user should verify

the payment schedule. If any issue is noticed in the payment schedule as generated by the system, University/Institution is advised to take up with UGC.

- 2.1.4 For all Fellowship/Scholarships, system will generate payment schedule for maximum tenure of the Fellowship/Scholarship as defined by UGC time to time. The amount shown in payment schedule is only a projection based on the parameters as available during the generation of payment schedule. Actual payment generated by the system on due date may vary depending upon various inputs/parameters as available during payment generation.
- 2.1.5 While linking, for a Candidate, if arrears are pending w.e.f a date which is prior to the current month, then system will generate payment schedule including applicable dates of arrears.
- 2.1.6 For a new candidate under NETJRF fellowship scheme, system will generate payment schedule w.e.f a date which is latest of the date of joining, date of admission and the cutoff date of a batch. For all other scholarship and fellowship schemes system will generate payment schedule w.e.f the date which is the latest of joining date and cut off date of a batch.
- 2.1.7 For an existing candidate system will generate payment schedule starting from the actual date of payment already made.
- 2.1.8 After saving the linking, University/Institution has to submit the linking to UGC for approval. University/Institution will be allowed to reject the linking before submission of the same to UGC for approval.
- 2.1.9 An option is provided in the Web portal while linking, to enter the applicable monthly HRA amount for a candidate if HRA is applicable for a scheme.
- 2.1.10 Upon initiation of linking by the University in the Web portal and before submission, the Candidates are given a provision to verify details as available in the Candidate's portal. If the details are found to be wrong, then candidate can reject the linking within a period of

24 hours. If the data is rejected by the candidate, then university has to link the candidate again with correct details.

2.1.11 Upon approval of linking of the Candidate by UGC, system will validate the accounts through PFMS for a new Candidate.

2.1.12 After the account validation process, if the account is found incorrect/invalid as per the response from PFMS, then details of the same will be displayed in the Web portal. University/Institution has to modify/correct the Account Number/IFSC code, upon which system will revalidate the account through PFMS.

2.1.13 Also an option is provided in the Web portal to view the account validation response as received from PFMS. Web Portal will compare the account name in the Bank against the name of the candidate as available in the master data in the Web portal

2.1.14 If there is more than 10% mismatch in the names, then beneficiary code will not be updated in the system. An option is provided to the universities to exclusively verify such cases and to take corrective measure by approving or rejecting the response from PFMS.

Option: Correction if Beneficiary Code Rejected

2.1.15 An option is provided to the universities to modify the Account Number/IFSC of a candidate. Universities may use this option to modify the Account Number wherever required.

Option: Modify Candidate Account Number

2.2. Monthly confirmation of payment generation

Option

***Transaction Data Entry->Monthly payment confirmation->Initiate
Transaction Data Entry->Monthly payment confirmation->Approve***

2.2.1 W.e.f 1st October 2018, for all the listed Scholarship/Fellowship schemes as above, payments will be generated based on a monthly

confirmation of payment generation as submitted by the Universities/Institutions.

2.2.2 The University/Institution has to submit confirmation of the list of candidates under a particular scheme for whom Fellowship/Scholarship to be disbursed within 15th of every month

2.2.3 If confirmation is not given by the University/Institution for a scheme for a particular month within 15th of that month, then payment will not be generated for those Candidates for whom confirmation is not given.

2.2.4 The monthly confirmation option has been enabled with Maker-Checker functionality. Both the initiation and approval by Maker and Checker users respectively will be done by the University itself. No further approval from UGC is required for the same.

2.2.5 All Universities/Institutions should obtain minimum two users (one for Maker and one for Checker) from UGC for this purpose. Universities are advised to take up with UGC for creation of first User ID by sending user creation request as per Annexure I to the following address:

The University Grants Commission
Bahadur Shah Zafar marg
New delhi-110002
Phone no;011-23604426

After creation of first user, further additional user creation request can be sent to UGC through a specific option for user creation request as provided in the portal.

2.2.6 If payment has to be stopped for any Candidate, then University/Institution has to submit stop payment instruction for that candidate through a specific option as provided in the Web portal.

2.2.7 There are two types of Monthly payment confirmation for a scheme.

a) Confirmation for current month payment

This confirmation is for the list of Candidates eligible for generation of payments which is due for current month.

b) Confirmation for arrear payment

This confirmation is for the candidates eligible for generation of arrear payments pending if any.

2.2.8 Upon giving monthly confirmation, system will generate payments for all those candidates who are linked to that University and who are coming under the scheme for which confirmation is given. System will not allow payment confirmation of arrears which is prior to 12 months from current date. University/Institution should seek exception from UGC for processing such arrear payment through the option Mark Exception.

2.3. Stop payment

Option:

Transaction Data Entry->Stop payment->Stop payment Marking

2.3.1 If payment has to be stopped for any candidate, then university/institution has to submit stop payment instruction for that candidate through a specific option as provided in the portal.

2.3.2 Stop payment can be marked by maker itself. No approval by Checker is required for stop payment.

2.3.3 Stop payment can be revoked by University/Institution. Revocation of stop payment is allowed only with Maker and Checker updations by the University/Institution itself. Stop payment revocation does not require any further approval of UGC.

2.3.4 Stop payment will be allowed to mark only upto 15th of every month.

2.3.5 Universities/Institution is allowed to mark stop payments maximum 3 months prior to current month, if payments are already generated provided the remaining tenure is more than period of stop payment.

2.3.6 If payment is not generated, then stop payment will be allowed for any period.

Stop payment revocation

Option

Transaction Data Entry-> Stop payment->Stop pay revocation Initiation

Transaction Data Entry-> Stop payment->Stop pay revocation Initiation

2.4 Payment generation

2.4.1 Upon monthly confirmation of payment generation by the University, system will generate payments and send the same to PFMS

2.4.2 UGC will digitally sign the payment files and will make the funds available to Canara Bank.

2.4.3 Upon receiving the digitally signed payment files from PFMS, Canara Bank will initiate the payments through NACH system of NPCI on the next working day.

2.4.4 Components of payments

System will generate component wise payments as applicable for various schemes as detailed below

- **Fellowship/Scholarship**

System will generate payments as per the defined rate applicable to each scheme on monthly basis.

- **HRA**

- A provision is given to the universities to enter the applicable monthly amount of HRA for a candidate while linking.
- An option is be provided in the system for modification of HRA. In case of any modification of HRA amount, university may exercise this option.
- As per the amount as entered above and also based on the maximum allowed percentage of HRA for the University /Institution, HRA amount will be generated by the system on a monthly basis.
- For some candidates HRA will not be applicable. In such case University may mark stop payment for HRA for the specific candidate.

- For an already linked candidate HRA will be generated by the system and will be paid as per the latest HRA amount already paid by the system.
- Universities/institutions are advised to generate the Payment due report for a month to check the list of candidates for whom HRA will be paid.

Option for Payment due report

HRA Modification option

Option

Transaction Data Entry-> HRA Modification-> Initiation

Transaction Data Entry-> HRA Modification-> Approval

This option can be used to modify the HRA amount that is shown in the schedule for the scholar. The modification is to be done using Maker ID and the same is to be approved by University Checker ID. Once the modification is approved, Monthly payment confirmation is to be done for the modified records. System will be paying the differential amount if any.

● **Contingency payment**

- Contingency payment will be generated based on the monthly payment confirmation, on a quarterly basis, based on the applicable rates for each scheme.
- For some of the candidates contingency will not be applicable. In such case university may mark stop payment for contingency for the specific candidate.
- Universities/Institutions are advised to generate the Payment due report for a month to check the list of candidates for whom contingency will be paid.

Option for Payment due report

Contingency Modification

Option

Transaction Data Entry-> Contingency Modification-> Initiation

Transaction Data Entry-> Contingency Modification-> Approval

This option can be used to modify the Contingency amount that is shown in the schedule for the scholar. The modification is to be done using Maker ID and the same is to be approved by University Checker ID. Once the modification is approved, Monthly payment confirmation is to be done for the modified records. System will be paying the differential amount if any.

- **Escort payment**

- Escort payment will be generated on a monthly basis based on the parameter defined in the system and if the handicapped flag is marked in the master data.
- Universities/institutions are advised to generate the Payment due report for a month to check the list of candidates for whom escort will be paid.

Option for Payment due report

2.4.5 JRF to SRF Upgradation

- For fellowship schemes, Automatic upgradation to SRF will be stopped w.e.f 01.09.2019.
- To get the payments as per SRF rate after upgradation, an upgradation certificate has to be uploaded in the system.
- For NET JRF, payments will be continued as per JRF rate maximum upto three years from date of commencement, if upgradation certificate is not uploaded. If the upgradation certificate is not uploaded even after three years from date of commencement then system will stop the further payments. If the Upgradation certificate is submitted at a later date then the date of upgradation should be within the first three years from date of commencement.

- For schemes other than NETJRF, the scholarship will be paid at JRF rate till the end of course/research if the Upgradation Certificate is not uploaded in the system. Also for schemes other than NETJRF the date of upgradation to SRF need not be within three years from the commencement date.
 - If the upgradation from JRF to SRF is to be stopped for a candidate, then stop payment has to be marked for JRF to SRF upgradation.
- 2.4.5** For schemes such as Emeritus and BSR Faculty scheme, payment will be generated upto the maximum age as defined as per the respective schemes
- 2.4.6** For the schemes such as Dr.Kothari, Dr.Radhakrishnan Fellowships, fellowship amount will be calculated, duly considering the yearly increment as applicable for the schemes
- 2.4.7** For PGGATE scheme, incremental payment based on percentage of mark is implemented. In the first semester by default all the candidates will be eligible for higher amount. In the 2nd Semester onwards by default, the payment will be made as per lower amount. University has to mark the percentage of mark obtained for the students for the previous semesters. Incremental amount will be paid for those students who got 60% or above mark in the previous semester.
- 2.4.8 AADHAAR based payment**
- AADHAAR based payments will be initiated based on the following criteria
 - For those candidates whose AADHAAR is seeded in CBS and who have given consent for NPCI mapping to receive DBT payment.
 - For those candidates whose beneficiary code is created in PFMS based on AADHAAR.
 - The scholarship portal will get updated with AADHAAR details for those candidates who are having account in Canara Bank and who have given consent for seeding and NPCI mapping of AADHAR.
 - Also a provision is given in the scholarship portal to update the AADHAAR details of the candidate with OTP based authentication.

- Candidates can verify the details of AADHAR based payment (in Payment details) by logging into the candidate' portal.
- Candidates are advised to verify the bank account linking status of AADHAAR using the facility as provided in UIDAI website/USSD query.

2.4.9 AADHAAR updation in the portal(based on OTP authentication)

Option

Master Data Enhancement->AADHAAR update-Initiation

Master Data Enhancement->AADHAAR update-Approval

- Using this option university may update the details of AADHAAR of the candidate in the portal.
- The candidate should submit the AADHAAR details to the university/institution.
- After verification the details of AADHAAR as submitted by the candidate, maker will initiate the AADHAAR update and checker will approve the same.
- On submission system will validate the AADHAAR with UIDAI using OTP.
- The OTP as sent by UIDAI to the candidate's mobile may be entered in the specific option for OTP validation either by the maker or checker.
- Also an option is given in the scholar's corner for the candidates to enter the OTP for AADHAAR validation.

2.5 Discontinuation of candidate

Option

Transaction Data Entry-> Discontinue-> Initiation

Transaction Data Entry-> Discontinue-> Approval (by University/Institution)

- An option for discontinuing a candidate is provided in the system.

- Discontinuation option has been enabled with Maker - Checker facility and can be done by University/Institution itself without the requirement of further approval by UGC.
- If discontinued, it cannot be reverted back. If discontinuation is marked with effect from a previous date and any payment has already been made, then university has to manually recover the amount and has to remit to UGC.

Removal of Discontinuation of candidate

Option

Transaction Data Entry-> Discontinue Removal-> Initiation

Transaction Data Entry-> Discontinue Removal-> Approval (by UGC)

- An option for removal of discontinuation (reactivation) of a candidate is provided in the system.
- Discontinuation Removal option has been enabled with Maker - Checker facility and can be initiated by Maker/Checker of University/Institution. Approval is to be done by UGC.
- Once UGC approves the reactivation, the ID will be visible for payment confirmation to the University to which it was originally linked to.

2.6 Provision for modification of master data

Option

Master Data enhancement->Modify Master –Initiate

Master Data enhancement->Modify Master –Approve (by UGC)

A provision for modification/updation of email ID, mobile number and date of birth for a student is given to University. These updations have to be approved by UGC.

2.7 Candidate's portal(Scholar's corner)

- With effect from 1st October 2018, the access to the candidate's portal will be through a login process.
- The hyperlink for candidate's portal(**Scholar's corner**) is given in the scholarship portal <https://scholarship.canarabank.in>
- Candidate has to register himself/herself first to by providing the certain details such as scheme, candidate ID, email ID and date of birth.
- System will verify the details as provided by the candidates against the master data as available in the system.
- If the data matches then system will send the default password to the candidate's email ID using which candidate will be able to login to the portal.
- If the details such as email ID, mobile number, date of birth of a candidate as available in the system are incorrect then the same can be corrected by giving a request to the university.
 - Upon receiving the request from the Candidate, University/ Institution may verify and update details in the system.This has to be approved by UGC.
 - In the scholar's corner provision for entering OTP for authenticating AADHAAR updation is available.

2.8 Exception Marking

The facility of Exception marking has been enabled in UGC Scholarship portal for Universities to seek permission from UGC for handling the exception cases. Details of some of the exception parameters are as under.

i) Max Period allowed for linking after date of result/cut off date

Presently the maximum period allowed for linking the Candidate ID to UGC portal is 24 months from date of result/ cut off date for fellowship schemes and 12 months from date of result/ cut off for scholarship schemes. If any University wants to link scholar ID to portal beyond the above value, then the Universities may request for exception in the UGC Portal. Once UGC approves the same, University/institution

will be able to link the Student ID within the time period mentioned in the exception.

ii) The period for minimum latest certificate allowed for linking for existing branch based candidate

For the scholars who were submitting the certificates to Canara Bank Branches, the Student ID needs to be linked to UGC Portal as per new Procedure. Presently the maximum period allowed from date of last certificate uploaded, for linking the Scholarship ID to UGC portal is 12 months. If any University wants to link scholar ID to portal beyond the above value, then the Universities may request for exception in the UGC Portal. Once UGC approves the same, University/institution will be able to link the Student ID within the time period mentioned in the exception.

iii) Date upto which initiation of Payment Confirmation allowed in a month

At present Universities are supposed to mark the Monthly payment Confirmation process in the Portal from 1st to 15th of every month. If University wants to initiate the payments after 15th of any month because of any operational exigencies, then the request can be given to UGC for extending the timeline using exception functionalities. Once UGC approves the same, University/institution will be able to initiate monthly payment confirmation upto the date mentioned in the exception.

iv) Date upto which approval of Payment Confirmation allowed in a month

The Universities are supposed to do the Monthly payment Confirmation process from 1 to 15th of every month. If University wants to approve the payments after 15th of any month because of any operational exigencies, then the request can be given to UGC for extending the timeline. Once UGC approves the same, University/institution will be able to approve monthly payment confirmation upto the date mentioned in the exception.

v) Number of months allowed prior to current month for arrear marking

At present, we are allowing the University for marking payment arrears for maximum twelve months prior to the current date. The Universities may request for exception in the UGC Portal if any arrear prior to one year is to be processed. Once

UGC approves the same, University/institution will be able to process the arrears from the time period mentioned in the exception.

vi) Number of hours allowed to Candidate for verification of Master Data

The Universities are linking the student ID in UGC Portal and submitting the same for approval to UGC. The scholars have been provided with the facility in Scholar's Corner, to cross-verify the details, which the University has entered. After verifying the details the Scholar may reject the linking if any details entered are wrong. University may link the ID again with the correct details. This option will be available to the Scholar for a defined time period At present, this time is set as 24 hours. After twenty four hours, if the scholar has not rejected the data, then University/Institution may submit the ID for approval to UGC.

vii) Number of months allowed prior to current month for marking stop payment for a scheme.

At present stop payment can be marked for 3 months prior to current month, if the payment is not yet generated. Exception can be requested through this option.

viii) Date upto which stop payment is allowed in a month

At present stop payment can be marked only from 1st to 15th of a month, if the payment is not yet credited. In case the option for stop payment is to be restricted to a specific period of a month, it can be parameterized through this option.

Reports for Exception

An exception report is provided in UGC Portal through which University/Institution can check the status of exception request that has been sent to UGC for approval.

Home -> Reports- > Student Report- > Exception Report

2.9 Delete Exception

The Exception request that has been raised by University/Institution is valid for a period of one month from the date of approval of exception request by UGC. In case

an exception has been raised with wrong value and the same has been approved by UGC, then University/Institution may delete this wrong request and raise fresh request with correct value. This option can be used to delete any approved exception request. If the exception request is pending for approval or Rejected by UGC, then the same cannot be deleted. The deletion of exception can be done through either maker ID or checker ID and it does not require any approval.

2.10 Completion Certificate

In order to ensure updation of details of completion of course/research on the portal as required for MIS and for assessment of outcome, an option is provided. The Institution should enter the details along with scanned copy of signed completion certificate (as per specific formats given in Annexure II).

2.11 Intermittent Break

This will be applicable only for women candidate in NET JRF Scheme and maximum period is one year. This can be availed three times during the tenure. Intermittent Break period will not be counted towards tenure of fellowship and thus the payment schedule will be extended accordingly.

2.12 Academic leave

This will be applicable for all schemes. Leave can be taken any number of times but for a period not more than one year throughout the tenure. The period of leave will be counted towards tenure of leave and hence schedule will not be extended. During period of academic leave entered in the system, payment will not be generated.

2.13 OTP based Login for Users

A new system of OTP Login has been introduced for University/Institution Users to Login to the UGC Web Portal. When the University/Institution User tries to Login to the UGC Portal, an OTP will be sent to the registered mobile number as well as to the registered email ID in the UGC Web Portal. The details of mobile number registered with each user can be verified under the User Report option in UGC Web Portal

[Home](#) > [User Management](#) > **User Report**

Users may verify the contact number available in the UGC Portal and request modification of contact number through the UGC Portal itself wherever required.

2.14 Change Stream

Institute/ University User is given an option to initiate the correction of stream/discipline of candidate and the approval of the same is to be done by UGC. In case of change of stream, a provision will be available in the system to generate arrears/ creation of reversals. System will generate arrears/reversals accordingly in the system. The minimum date w.e.f which change of stream to be allowed is configured in the system. UGC will provide the details of minimum number of months prior to current month w.e.f change of stream to be allowed. However, this functionality will not be enabled for ISHAN UDAY Scheme.

2.15 Transfer of Scholar ID

Institute/ University User will be given an option to initiate Transfer of Candidates from one institute to another, provided both the institutions have issued NOCs and the same are to be uploaded in the Portal. The Portal will not allow more than one transfer during the entire period of fellowship. An option will be provided to Transferor University to transfer out the candidate to the transferee university

The transferee university will be provided with an option to transfer in the candidate. After transfer in and transfer out by the respective universities, UGC will be provided with an option to approve the transfer based on which system will complete and update the transfer process