

HSCST Fellowship Programme

Detailed Guidelines, Terms and Conditions

GENERAL

The Haryana State Council for Science and Technology (HSCST) will award HSCST Fellowships to bright young men and women for training in methods of research under the expert guidance of faculty members /scientists working in University Departments/ National Laboratories and Institutes in Haryana in various fields of Science & Technology and Medical Sciences.

The HSCST Fellowships are tenable in Universities/Post-Graduate Colleges/Government Research Establishments, R&D establishments of recognized public or private sector, industrial firms and other recognized institutions of Haryana. The programme is aimed at Human Resource Development for S&T.

The award of HSCST Fellowship is for a fixed tenure and does not imply any assurance or guarantee for subsequent employment by HSCST to the beneficiary. The authority to award / terminate vests with Chairman, HSCST. The awardee shall not lay claim to permanent absorption in HSCST, after the expiry of Fellowship.

HSCST Fellowships are awarded to those holding MSc or equivalent degree, with minimum 55% marks and on the basis of their performance in National Eligibility Test (NET) conducted by CSIR twice in a year

Research fellowships are in Science subjects, namely, Life Sciences, Physical Sciences, Chemical Sciences, Mathematical Sciences and Earth Atmospheric Ocean & Planetary Sciences. The fellowships will involve full time research work for 3 years, leading to Ph D degree in the relevant subject areas from any of the institute/University in Haryana.

APPLICATION PROCEDURE

Applications for HSCST fellowship are invited twice a year through press advertisement as well as on website in the prescribed application form. The completed application form is to be submitted to the Secretary/EC, Haryana State Council for Science & Technology, Bays no 35-38, Sector 2, Panchkula.

AGE LIMIT

The upper age limit for JRF shall be 28 years, which is relaxable upto 5 years in the case of candidates belonging to Schedule Castes/Schedule Tribes, Women, Physically Handicapped and OBC applicants.

SELECTION PROCEDURE

Candidates will be selected on the basis of their performance in National Eligibility Test (NET) conducted by CSIR twice in a year. The tests are conducted twice in a year generally in the months of June and December. The CSIR-JRFs are awarded to the meritorious candidates from among the candidates qualifying for eligibility for lectureship in the NET. JRFs are available only to the candidates who opt for it in their application forms. HSCST will pick up the meritorious candidates from the list of candidates who have opted for CSIR-JRF and have at least qualified CSIR-NET for carrying out their PhD work in any of the University/Institute in Haryana.

HSCST will advertise for the award of fellowship in the leading newspapers as well as on its website after CSIR declares the result. The candidates will be required to apply for such an advertisement and will be selected on the criteria described above. The Fellowship will be awarded on receipt of necessary details of the qualifying degree examination, NET exam conducted by CSIR, place of work, research topic, the name of supervisor and the concurrence of the Institution to provide all the necessary facilities. The validity of the offer of this award will be one year. The candidate is expected to register for PhD degree within a period of one year from the date of **award of fellowship in any of the University/Institute in Haryana.**

Format of Undertaking by a Research Fellow on Acceptance of the Award of Research Fellowship, joining report and attestation form are at Annexure 1.

Stipend

Rs 12,000/- pm for the first two years where the research fellow will be designated as JRF (Junior Research Fellow) and Rs 14,000/- for the 3rd years where the Research fellow will be upgraded to SRF (Senior Research Fellow). The fellowship will carry an annual contingency grant of Rs 20,000/- . The details of stipend are given as below:

- i. The stipend of a JRF will be Rs 12000/ p.m for a period of 2 years. In addition, annual contingent grant of Rs. 20,000/- per fellow will be provided to the University / Institution. The guidelines for utilization of contingent grant are given in [Annexure – II](#)
- ii. On Completion of two years as JRF, the stipend may be increased to Rs. 14000/- p.m for the 3rd and subsequent year, on the basis of assessment of Fellows' research progress/ achievements through interview by an Expert Committee consisting of the Guide, Head of the Department and External Member from outside the University/ Institution who is an expert in the relevant field, not below the rank of Professor/ Associate Professor. As far as possible the External Member should be the chairman of 3 members Committee. Where the guide happens to be the Head of the Department, the Dean, Faculty of Science or any senior member of the Department may be associated as the third member of the Committee ([Annexure III](#)). On upgradation, the designation of JRF will be changed to SRF. In the event of the Committee not recommending upgradation the candidate will continue as JRF with a stipend of Rs 12000/- p.m for the 3rd year or his fellowship may be terminated depending upon the decision of the

Committee. The progress of research work of JRF will be assessed again at the end of 3rd year for such upgradation.

TENURE

It is expected that Fellows will have published work to their credit by the end of 3rd year. This shall form an important quantitative and qualitative criterion for judging the progress made by the candidate. If the work of JRF is still not found satisfactory for upgradation, the fellowship will be terminated. Extension of tenure of SRF for the 4th year will be on the basis of the progress report and recommendation of the guide. The 5th year extension as SRF is permissible on the recommendation of three members assessment Committee and progress report duly supported by publications in the form of reprints/preprints/manuscripts of the paper published, accepted or communicated for publication ([Annexure IV](#)).

The total tenure as JRF plus SRF will not exceed five years. The order for continuation at the same rate of stipend as SRF, continuation at the same rate of stipend as JRF or otherwise will be issued by the HSCST. Extension may not also be granted if the fellow does not acknowledge support of HSCST in his research publication.

GENERAL TERMS AND CONDITIONS FOR RESEARCH FELLOWSHIPS

AWARD OF FELLOWSHIP AND RELEASE OF GRANTS

The Fellowship will be awarded to the selected applicants by a formal letter giving details of the grant and the conditions governing it, under intimation to the University/Institution, which sponsored their applications. The offer should be availed within one year for JRF from the date mentioned in the award letter. The grant money is payable in one installment during the financial year on presentation of claim bill in triplicate in prescribed proforma ([Annexure VI](#)) duly signed by the Finance Officer/Head of the Institution. The first payment will be made after the receipt of the joining report of the fellow alongwith other necessary documents as mentioned in the award letter, through the Guide duly forwarded by the Executive Authority of the institute in whose favour the grant is to be released. Subsequent payments will be made only after receipt of (a) the progress report of the Research Fellow in the prescribed proforma ([Annexure-V](#)) for the period ending 31 March and previous one year report, (b) statement of accounts of expenditure incurred during the current financial year ending 31 March, alongwith the claim bill for the next financial year from the institution. The sponsor Institution/University may advance money for payment of stipend to the fellow and to met the contingent expenditure on his/her joining the fellowship for subsequent years, which may be adjusted subsequently on receipt of the grants from the HSCST for the Fellowship. The unspent amount of earlier payments on account of stipend will be adjusted in making the fresh payment. The accounts should be maintained on ledger type system by the grantee Institution for the Research Fellow ([Annexure-VII](#)). The university/Institution shall be responsible for proper utilization of grant and for rendering the account of HSCST.

CONTINGENT GRANT

A contingent grant of Rs.20,000/- per fellow per annum is provided to the University/Institution. For less than one year, the contingent grant will be admissible on pro-rata basis. Part of this grant may be utilized in the interest of research work, purchase of books, etc. The unspent balance of contingency grant at the end of a year may be carried forward to the next year. The guidelines for utilization of the contingent grant are given in [Annexure-II](#)

PROGRESS REPORT

The preparation of quarterly as well as annual progress report on the research work done shall be essential part of the Fellow's work. Each Research Fellow shall submit his/her quarterly /annual research report in the prescribed proforma ([Annexure-IV](#)) within a period of 15 days after completion of one quarter and one year tenure to HSCST through his/her Guide/Head of the Department at the time of claiming the grant for the next financial year. It is essential to give upto date and full information against all the columns of [Annexure-IV](#). The results should be presented quantitatively in Tables/Figures and discussed in terms of the objectives and conclusions drawn should also be given. Fragmentary reports shall not be entertained. The progress report should always be accompanied by copies of published papers, re-prints, pre-prints of papers duly acknowledging financial assistance of HSCST duly accepted for publication, manuscripts of papers communicated for publication, failing which the fellowship will be terminated. Attendance record must accompany the annual report. The Guide/Head of Department shall bring out in his assessment report, the share of originality and initiative of the fellow in carrying out the research work. If thesis is submitted for higher degree, this may be reported by the guide of the department to HSCST and the result when announced.

PUBLICATION/PATENT

The results of Fellow's research work may be published in standard refereed journals at the discretion of the Guide. IT SHOULD BE ENSURED THAT THE ASSISTANCE PROVIDED BY HSCST is ALWAYS ACKNOWLEDGED IN ALL SUCH PUBLICATIONS. One copy of the published research papers should be sent to HSCST. The right to commercial exploitation of the results and patent right arising out of the investigation will, however, rest exclusively with HSCST.

OBLIGATIONS OF RESEARCH FELLOW

- i. He/She be a full time researcher and submit himself/herself to the disciplinary regulations of the University/ Institute/ Laboratory where he/she is working. Regular attendance of the fellow may be ensured by the department by keeping an attendance register.
- ii. In case a fellow decides to appear for competitive examination, he/she would invariably seek permission from the guide and inform HSCST about it.

- iii. The Research Fellow is not to take any assignment other than related to his/her approved research programme, paid or unpaid. His/her taking up any paid assignment at any time in the course of fellowship, may lead to the fellow being asked to pay back the entire fellowship amount in addition to disciplinary action.
- iv. Once a Research Fellow accepts the Fellowship and joins, it is incumbent upon him/her to continue the research for the normal tenure of the fellowship or for such lesser duration, in which the original objectives of the research problem have been achieved.
- v. No Fellow shall discontinue his/her Fellowship without prior approval of HSCST. In case he/she wishes to discontinue the fellowship prior to completion of the tenure on attainment of original objectives of research, he/she must submit the resignation to HSCST through the Guide one month in advance, indicating specific reasons for not continuing the Fellowship. The Fellowship shall cease from the date stipulated in the HSCST letter approving the resignation.
- vi. The research Fellow must send a detailed consolidated report of the research work done during the entire period of Fellowship on completion of the tenure/resignation of the Fellowship through the Guide to HSCST, in the prescribed proforma (Annexure VIII), within one month.
- vii. During the tenure of the Fellowship, the Fellow shall correspond with HSCST only through the Guide with the approval of the Head of the Institution.
- viii. The Research Fellow shall keep HSCST informed about his/her getting the higher degree, submission of thesis for Ph.D. and submission/acceptance/publication of any research paper arising out of the research work done during the tenure of the fellowship. He/She must acknowledge the support of HSCST in the publications. One copy each of all the research papers published must be sent to HSCST at each stage of publication/manuscript/reprint.

TEMPORARY TEACHING & RESEARCH JOB

A Research Fellow on the recommendation of Guide, and provided his/her University/Institute has no objection, may be permitted by HSCST to take up temporary paid lectureship/research job in a recognized R&D Institution/University, College/Institute of repute/Recognized R & D Institution/PDF studies in India & abroad for a period not exceeding one year during the entire tenure of the Fellowship (JRF & SRF together). The Research Fellow will not be entitled to any extension of the Fellowship for such periods. The Fellow will not be entitled to stipend or contingency during such leave. Such leave period will be counted in the tenure. Such leave can be taken only after joining and working as Research Scholar at least for one year. Fellow has to report for duty at the same place from where he proceeded on leave.

LEAVE

Leave with stipend not exceeding 45 days for each completed year of tenure may be allowed by the Guide after the request has been communicated to HSCST. The leave will be treated as part of the Fellow's tenure. The leave due can be carried over to the next year, however not more than 90 days can be accumulated at any time during the tenure. Of this not more than 30 days can be availed at the end, prior to completion of the tenure

of Fellowship. During the first year of Fellowship or any, uncompleted year leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by HSCST under special circumstances. In case a Fellow proceeds on leave before termination of Fellowship, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave. The fact of joining back from leave should be communicated to HSCST immediately.

The Guide can grant leave to a Fellow in his/her charge with the concurrence of the Head of the Institution/Department if the leave is due as prescribed in the para 25. If leave is not due, such cases will be decided by HSCST only. The Fellow should not be allowed to proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the HSCST well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

(i) Women Fellows with less than two surviving children are entitled for full stipend during the period of absence upto 135 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to HSCST. The Fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the Fellow will make up the deficiency during the remaining tenure.

TRANSFER OF FELLOWSHIP

The fellow should carefully choose the host institution, infrastructural facility to carry out his research before joining. Request for transfer of fellowship will not be entertained except on compelling circumstances for which the fellow & his/her guide should submit proper justification. The No Objection Certificate should be produced by the Fellow/Associate from supervisor and Head of Department of University/Institute from where transfer is sought and where to be transferred by giving reasons of transfer is sought and where to be transferred by giving reasons of transfer. No TA will be permissible in such cases. The Research Fellow must ensure that necessary facilities are available at the Institution chosen by him/her for research at the time of joining the Fellowship. However, no transfers will be allowed in the last six months of the tenure of fellowships & also after submission of Ph.D. thesis. Joining time given in the event of transfer which will be treated as duty period will be as per Haryana Govt. norms.

TERMINATION OF FELLOWSHIP

The fellowship shall normally stand terminated on completion of its tenure or from the date his/her resignation has been accepted by HSCST in case of resignation by fellow. The Fellowship may be terminated by the HSCST on the recommendation of the Supervisor and Head of the Department/Institution. The fellowship may also be terminated if the institution where it is tenable refuses to continue to provide facilities to the fellow on disciplinary grounds and so informs HSCST.

If a fellow leaves without permission, stipend due at any time shall not be paid to him/her by the Institution, till all University and other dues are cleared and certified by the University/Institution. Responsibility in such cases shall be that of the University/Institution concerned.

The unspent balance of grant lying with the Institution at any time due to termination/resignation of the Fellow must be refunded to HSCST immediately by means of a demand draft in favor of Secretary/EC, Haryana State Council for Science and Technology.

Research Fellows must settle their claims within one year of leaving the Fellowship. No claim will be admitted by HSCST after one year of leaving the Fellowship.

GENERAL

HSCST may send its officers whenever considered necessary for reviewing the work of the fellows and Associates, inspection of accounts, etc, in Universities/Institutes where the scholars are placed.

Any kind of paid or honorary, part-or-full-time employment or private practice even in honorary capacity is not permissible during the tenure of Fellowship/Associateship.

The stipend of research fellow/associate is exempt from the payment of income tax under 10(16) of IT Act, 1961.

HARYANA STATE COUNCIL FOR SCIENCE AND TECHNOLOGY

**UNDERTAKING BY A RESEARCH FELLOW ON ACCEPTANCE
OF THE AWARD OF RESEARCH FELLOWSHIP**

I Son/Daughter/Wife of Shri
..... residing at
..... have been awarded the Junior Research Fellowship of the Haryana State
Council for Science & Technology (hereinafter called Council). I accept the award and
undertake that:

- a) During the entire tenure of the Fellowship I shall abide by the rules and regulations of the Council. Any change in rules and regulations by the Council in future will be applicable to me.
- b) As a recipient of the Council's Fellowship I shall also abide by the rules, discipline of the institution where I have been given the facility of work.
- c) I shall devote full time to research during the tenure of Fellowship except as provided in the rules.
- d) I shall obtain the approval of the Council before accepting any award or allowance, if offered to me during the tenure of Fellowship.
- e) I shall prepare the progress report of my work of at the end of each year and communicate it to the Council through the Guide / Supervisor / Faculty Member.
- f) I shall send two copies of a detailed consolidated report of research work through the Supervisor on termination of the Fellowship.
- g) I also hereby declare that if the results of research are such that can be exploited commercially by taking a patent or otherwise commercial exploitation and patent rights will rest exclusively with the Council (*The clause is applicable for the Guide also*).
- h) I have gone through HSCST Terms & Conditions & have clearly understood that the fellowship is for a fixed period / tenure of 2/3/4 Years for JRF/SRF i.e. a total of 5 Years for JRF+SRF , initially for a period of one year, extendable on yearly basis at the discretion of HSCST upto a maximum of five years.
- i) **I further understand clearly that I shall have no claim whatsoever for regular / permanent absorption on expiry of Fellowship.**

**PHOTOGRAPH
DULY
ATTESTED BY
SUPERVISOR TO
BE AFFIXED.**

Signature of the Research Fellow

**Countersigned by the Supervisor / Senior
Faculty Member With Seal & Date**

I report myself on duty as Junior Research Fellow on the Forenoon / Afternoon of
..... (Date) at(Name
of Department) of
(Name of University / Institute / College).

Signature of the Research Fellow

**Signature of the Head of the Deptt. /
Supervisor / Senior Faculty Member
With Seal & Date**

DELETE WHICHEVER IS NOT APPLICABLE

FOR UNMARRIED

Ido hereby solemnly declare
that so long as I remain a recipient of the Council's Fellowship, I will not marry a second
time, while my first wife is alive, save with the permission of the Competent Authority.

Signature of the Research Fellow

FOR MARRIED

Ido hereby solemnly declare
that I have not more than one living wife and that so long as I remain & recipient of the
Council's Fellowship, I will not marry a second time while my first wife is alive, save
with the permission of the Competent Authority.

Signature of the Research Fellow

FOR FEMALE

I do solemnly declare that I have not or
will not marry any person who has a wife living without first obtaining the permission of
the Competent Authority.

Signature of the Research Fellow

FORM OF OATH OF ALLEGIANCE

“ Ido swear that I will be faithful and
bear true allegiance to India and to the Constitution of India established and that I will
loyally carry out the duties. So help me God.”

Signature of the Research Fellow

Roll No. of CSIR-NET exam _____

Date of Exam _____

ATTESTATION

(Name of the Candidate)

I recommend the candidate for the award of Junior Research Fellowship and undertake to guide him/her on:

(Please indicate topic)

for the duration of fellowship in case he/she is awarded the Fellowship by HSCST. Necessary facilities for research on the problem are available in the Institution. I also certify that I am authorized to guide Research Fellows under the University Rules. I have personally verified the concern degree, marks sheets and other relevant testimonials, which have been enclosed herewith by the candidates with reference to their original.

Signature Name and
Designation of Guide with
Name of the Univ./Instt.

Date _____

Necessary facilities are available and will be provided to the applicant for research during the tenure of Fellowship in case of his/her selection. The candidate will be allowed to join the Fellowship immediately on receiving the award and registered in the University for higher degree.

Signature & Name of Head of
the Department/Institution
with seal

Date _____

1. Topic of Research:

2. Board/Area of Research:

Subject	Code No.	Subject	Code No.
Physics	01	Biophysics	11
Pure Mathematics	02	Medical & Allied Sciences	12
Applied Mathematics	03	Botany	13
Statistics & Operational Res.	04	Zoology	14
Analytical Chemistry	05	Geology	15
Applied/Industrial Chem.	06	Geophysics	16
Inorganic Chemistry	07	Geochemistry	17
Physical Chemistry	08	Meteorology & Oceanography	18
Organic Chemistry	09	Engineering & Tech.	19
Biochemistry	10	Others	20

**Subject Code number may be ticked/encircled.

3. The proposed work indicating overall aim of the research and how it is to be progressed may be described briefly (in the space provided below)

GENERAL GUIDELINES

To facilitate speedy day to day working of the research Fellowships of HSCST, the following power can be exercised by the guides of Research Fellow in concurrence with the Head of the Department/ Dean of the Faculty/ Director/ Vice Chancellor.

1 Sanctioning of leave when it is due.

2 Approving of tours of research Fellows for:

- i. Attending Symposia/Seminars/Conferences in India provided the Fellows are presenting paper that have been accepted and for attending Workshops/Training Courses relevant to the research projects;
- ii. Field work connected with research;
- iii. Computation work;
- iv. Consulting rare reference volumes in the nearest University/Research Institution library.

3 Utilization of contingent grant for the following:

- i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute¹.
- ii. Towards meeting actual train fare and DA² during tours the research Fellows will be entitled to TA/DA as admissible in case of Haryana Government servants. However, DA will be limited to 50 days in a year.
- iii. Towards meeting TA/DA limited to first class/ entitled class rail fare of outside expert members of assessment Committee³.
- iv. Chemical / consumable items required for the research work.
- v. Equipment required exclusively for research.
- vi. Photographic materials for research or thesis work.
- vii. Computation charges.
- viii. Reprints/ Off- print of research papers.
- ix. Stationery and postal charges³.
- x. Typing of research papers.
- xi. Registration fee for attending conference in India and abroad.
- xii. Any other purpose, specially authorized by HSCST.
- xiii. Contingency grant can be utilized for registration of Ph. D and submission of thesis.

Contingent grant cannot be utilized for:

- i. Foreign travel or other expenses for visit abroad.
- ii. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.

-
1. The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the Supervisor/ Fellow after accession for use by the indenting Fellow till his/ her research Fellowship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.
 2. The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/ she returns to the Headquarters.
 3. Not to exceed 20% of the contingent grant.

N.B. No expenditure can be incurred for purchasing furniture and office equipment.

THREE MEMBERS ASSESSMENT COMMITTEEREPORT FOR JRF

ASSESSMENT FOR UPGRADATION OF MR/MRS _____ JRF
WORKING AT _____ ON COMPLETION OF TWO YEARS.

THE CONSITUTION OF THE COMMITTEE

1. DR _____ EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/ INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR MEMBER
OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS*

(Strike out whichever is not admissible)

In view of the outstanding/ very good/ satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit.

1. Mr/Mrs _____ may be upgraded as SRF and his/her stipend may be desired to Rs. 14,000/- per month.
2. Mr/Mrs _____ may be allowed to continue for third year on the existing rate of stipend.

MEMBER
(EXTERNAL)

MEMBER
GUIDE

MEMBER
(HOD)

Proforma for Quarterly/Annual Progress Report of Research Fellow

1. Name of the Fellow.
2. Nature of Fellowship (JRF/SRF):
3. HSCST Award No.:
4. Name, designation and address of Guide:
5. Place of work (Names of the Department/Institute/University/College,etc.):
6. Date of joining:
7. Period upto which fellowship is tenable:
8. Date of registration for higher degree (M.Phil,Ph.D.ME,etc):
9. (a) Topic of Research :
(b) Broad Subject Area :
10. Objective in undertaking work :
- 11 Period of Report: From _____ to _____
- 12 Attendance :
(a) Total No. of working days during the period under report:
(b) Out of these, total no. of days in which the Fellow was present and worked:
(c) Number of days for which leave was sanctioned:
13. Detailed report about the research work done during the above mentioned period.
This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
- 14 Summary of research work done during this period (in not more than 300 words: a separate sheet may be attached):
15. Plan of work for the next quarter/year (separate sheet may be attached):
16. Research papers published/accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/and manuscripts papers must be sent):
17. It is affirmed that I have devoted my full time to research and that I did not take up any other paper. paid or unpaid without taking written permission from HSCST. It is also certified that due acknowledgement of HSCST Financial assistance has been made in the published

Date:

Signature of Fellow

18. Overall assessment and comment of the Guide:

(a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow is correct to the best of my acknowledge and belief.

(b) My specific comments about the performance of above Fellow are as under:-

Date:

Signature of the
Guide/Supervisor/Head

THREE MEMBERS ASSESSMENT COMMITTEEREPORT FOR SRF/RA

ASSESSMENT OF DR/MR/MS _____ SRF WORKING AT
_____ ON COMPLETION OF TWO YEARS.

THE CONSITUTION OF THE COMMITTEE

1. DR _____ EXTERNAL MEMBER
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/ INSTITUTE
2. HEAD OF THE DEPARTMENT MEMBER
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR MEMBER
OF THE FACULTY)
3. GUIDE/SUPERVISOR MEMBER

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

(Strike out whichever is not applicable)

In view of the outstanding/ very good/ satisfactory* performance of the SRF, and also the fact that he/she has published work to his/her credit, the Committee makes the following recommendations.

1. Mr/Mrs _____ may be allowed to continue for third/fourth* year.

MEMBER
(EXTERNAL)

MEMBER
GUIDE

MEMBER

TO BE SUBMITTED IN TRIPLICATE

Date _____

To,
Secretary/EC
Haryana State Council for Science & Technology
Panchkula

WHILE CLAIMING THE GRANT MAY KINDLY BE
ENSURED THAT STATEMENT OF ACCOUNT AND
UTILIZATION CERTIFICATE FOR THE PREVIOUS
GRANT HAVE BEEN SUBMITTED TO HSCST.

GRANT-IN-AID-BILL

HSCST Sanction No. _____ Dated _____

Name of the Fellows
(In case of single person)

SRF
JRF **Statement enclosed
in triplicate**

Number of Research Fellow
(In case of consolidated bill)

Please send a consolidated bill of all Fellows as far as possible

PARTICULARS	AMOUNT OF GRANT		TOTAL	REMARKS
	STIPEND	CONTINGENCY		
1. Amount Sanctioned for the Year				
2. Grant claimed for the period from _____ to _____				
DEDUCT 3. Unspent Balance brought forward				
4. Net Amount Claimed				

1. Certified that the amount claimed in the bill will be utilized for the purpose it is sanctioned and in accordance with the terms and Conditions for HSCST Fellowship and Grants.
2. Certified that the attendance records have been maintained & checked.
3. Certified that the work of the Research Fellows for the past six months has been satisfactory.

Signature
of the Supervisor

Counter-Signature & Designation
of Head of Institute
(Office Stamp)

(To be filled in by HSCST) Budget Head _____

Gr No. _____

Dated: _____

Passed for Rs. _____ (Rupees)

Cheque to be issued in favour of

Section Officer
HSCST

Pay Rs. _____ only (Rupees
_____)

HSCST

Paid Vide
Cheque No. _____
Dated _____ Rs. _____

HSCST