

## **I) 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.

## **II) Revised Process Flow for Scholarship/Fellowship payments**

UGC has decided to implement 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 will be applicable for the following Fellowship/Scholarship schemes.

1. Dr. S Radhakrishnan Postdoctoral Fellowship in Humanities & Social Science
2. National Fellowship for students of Other Backward Classes (OBC)
3. Kothari Fellowship
4. NET-JRF Fellowship
5. Indira Gandhi Scholarship Scheme for Single Girl Child
6. Maulana Azad National Fellowship-Minority
7. Rajiv Gandhi National Fellowship for SC
8. Ishan Uday-Special Scholarship Scheme for North Eastern Region
9. Swami Vivekananda Single Girl Child Scholarship for Research in Social Sciences
10. Emeritus Fellowship
11. Post Doctoral Fellowship to Women Candidates

12.PG Scholarship for University Rank holders

13.Post Doctoral Fellowship for SC & ST

14.PG Scholarship for Professional courses for SC/ST

15.BSR Fellowships in Sciences

16.UGC-BSR Faculty Fellowship Scheme

17.PG Scholarship for M.E/ M.Tech/ M.Pharm to GATE/GPAT qualified candidates

### **1. Gist of Revised process**

1.1 In the existing system the payments are 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 by default will generate 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**

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.
  - University/Institution should ensure to link all new candidates within 6 months of date of joining. If the date of joining is more than 6 months old, then system will generate alerts to UGC while approving the linking.
- 2.1.3 Upon linking a candidate, system will generate a payment schedule which is a projection 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.
- 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 50% mismatch in the names, then beneficiary code will not be updated in the system. An option will be provided to the universities to exclusively verify such cases and to take corrective measure by approving or rejecting the response from PFMS.
- 2.1.15 In case the Account Number/IFSC is wrong, then the same has to be corrected. 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**

Master Data Enhancement->Link Candidate

**2.2. Monthly confirmation of payment generation**

- 2.2.1 W.e.f 1<sup>st</sup> 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 15<sup>th</sup> of every month
- 2.2.3 If confirmation is not given by the University/Institution for a scheme for a particular month within 15<sup>th</sup> of that month, then payment will not be generated for any Candidate under that scheme for the University.
- 2.2.4 The monthly confirmation option will be 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) for this purpose. Universities are advised to take up with UGC for creation of first User ID by sending user creation request mentioning following details to the following address:
- The University Grants Commission  
Bahadur Shah Zafar marg  
New delhi-110002  
Phone no;011-23604322/327/502/504  
Email id :fellowshipsa3@gmail.com

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 list of 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.

### **Options**

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

### **2.3. Stop payment**

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 will 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 15<sup>th</sup> of every month.

2.3.5 Universities/Institution will be 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**

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

### **Stop payment revocation**

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.

**HRA Modification option**

Transaction Data Entry-> HRA Modification-> Initiation

Transaction Data Entry-> HRA Modification-> Approval

- **Contingency payment**

- Contingency payment will be generated based on the monthly payment generation conformation, on a quarterly basis, based on the applicable rates for each scheme.
- For some of the candidates contingency will not 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.
- **Escort payment**
  - Escort payment will be generated on a monthly basis based on the parameter defined in the system, if the disability 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.

#### **2.4.5 JRF to SRF conversion**

- For fellowship schemes, system will automatically convert a candidate from JRF to SRF upon the completion of defined period for each scheme
- No specific upload of upgradation certificate is required for the same.
- 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.

**2.4.6** For schemes such as Emeritus and BSR Faculty scheme, payment will be generated upto the maximum age as defined as per the respective schemes

**2.4.7** 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

**2.4.8** 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.

#### **2.4.9 AADHAR 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.
- Candidates can verify the details of AADHAR based payment 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.

## 2.5 Discontinuation of candidate

- An option for discontinuing a candidate is be 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.

### Option

Transaction Data Entry-> Discontinue-> Initiation

Transaction Data Entry-> Discontinue-> Approval



## 2.6 Provision for modification of master data

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.

### Option

Master Data enhancement->Modify Master –Initiate

Master Data enhancement->Modify Master –Approve

## 2.7 Candidate's portal(Scholar's corner)

- With effect from 1<sup>st</sup> October 2018, the access to the candidate's portal will be through a login process.
- The hyperlink for candidate's portal 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.