



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**

Sec-16-C, Dwarka Campus, Delhi-110 078

Website: [www.ipu.ac.in](http://www.ipu.ac.in)

OFFICE OF THE DIRECTOR (RESEARCH & DEVELOPMENT CELL)

Ph: 011-25302123 & email Id: [drc@ipu.ac.in](mailto:drc@ipu.ac.in)



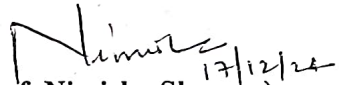
F. 35(1)(1)/2024/RDC/2771

Dated: 17<sup>th</sup> Dec, 2024

**CIRCULAR**

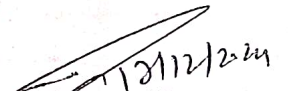
Please find attached the proforma for submitting the claim for release of fellowship/salary by manpower employed in research projects(s) funded by various funding agencies (Annexure - I).

This issues with the approval of the Competent Authority for information and necessary action by all concerned.

  
(Prof. Nimisha Sharma)  
Director (RDC)

**Copy to:-**

1. Deans – USICT, USMS, USCT, USBT, USES, USMPMHS, USET, USBAS, USHSS, USLLS, USE, USAP, USMC & USLA.
2. Director CEDM, Director CEPS.
3. Controller of Finance.
4. AR to Hon'ble Vice Chancellor for kind information please.
5. AR to Registrar for kind information please.
6. Head UITs, server room for uploading on the University website.
7. Guard File.

  
(Deepak Kumar)  
Section Officer (RDC)



# GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

Sector -16 C, Dwarka, New Delhi-110078, [drc@ipu.ac.in](mailto:drc@ipu.ac.in)

## PROFORMA FOR SUBMITTING THE CLAIM FOR THE RELEASE OF FELLOWSHIP/SALARY BY MANPOWER EMPLOYED IN RESEARCH PROJECT(S)

S.No.	Name of the Fellow/Manpower	Month/Period of fellowship Claimed (From Month)	Month/Period of fellowship Claimed (To Month)	Fellowship amount of one month	Amount (in Rs.)

1. Name of the Fellow /Manpower : \_\_\_\_\_
2. Month/Period of fellowship Claimed : \_\_\_\_\_ 20\_\_\_\_ from : \_\_\_\_\_ to \_\_\_\_\_
3. Amount (in Rs.) : \_\_\_\_\_ (in words): \_\_\_\_\_
4. Name of the School of Fellow /Manpower : \_\_\_\_\_
5. Designation of Fellow /Manpower : \_\_\_\_\_
6. Date of Joining the Project by Fellow /Manpower : \_\_\_\_\_
7. Residential Address of Fellow /Manpower : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
8. Mobile No. & Email ID of Fellow/Manpower : \_\_\_\_\_ Email: \_\_\_\_\_
9. Bank Account No. of Fellow/Manpower : \_\_\_\_\_ IFSC Code : \_\_\_\_\_  
: Name of the Bank: \_\_\_\_\_  
Address of the Bank Branch \_\_\_\_\_
10. PAN number of Fellow/Manpower : \_\_\_\_\_
11. Name of the Principal Investigator (PI) : \_\_\_\_\_
12. Designation & School/Centre of PI : \_\_\_\_\_
13. Name of Co-Principal Investigator (Co-PI) [if any] : \_\_\_\_\_
14. Designation & School/Centre of Co-PI : \_\_\_\_\_
15. Name of the Project : \_\_\_\_\_
16. Duration of the Project : \_\_\_\_\_
17. Project sanctioned by (Name of Funding Agency) : \_\_\_\_\_

### I hereby declare that :

- ❖ I am working in the above mentioned project.
- ❖ I am residing at address mentioned at Sr. No. 7 above, which is not a government accommodation.

If as a result of check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Dated : \_\_\_\_\_

Signature of the Research Fellow/Manpower

Certified that the enclosed attendance record has been verified for the period from \_\_\_\_\_ to \_\_\_\_\_. His/her fellowship/salary for the month of \_\_\_\_\_ amounting to Rs. \_\_\_\_\_ (Rs: \_\_\_\_\_ only) may be released.

Month	Jan.	Feb.	March	April	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	Total Leave	Total Leave Availed	Balance Leave
No. of Leave													30		

Signature of the Principal Investigator/Co-Principal Investigator with Stamp