

## SOP- Fund Release to Full Time PhD candidates and Institutions

S. No.	Components	SoP to be followed- for reference of the Institutions, PhD Candidates
1.	Monthly Fellowship for Full Time PhD (@Rs. 38750 for 1st& 2ndYear then Rs. 43750 for 3rd , 4th and 5th year)	<p>I. The institute based on administrative approval for PhD seat allotment would enrol the PhD Candidates on these seats following the guidelines of the scheme.</p> <p>II. The PhD Candidates would need to complete their profiles themselves on PhD scheme portal with due verification by the concerned department &amp; nodal officer of the institute. The institute will forward the candidate's detail along with recommendations for their fellowship release. This would be followed by verification by PhD Cell, DIC with respect to compliance to the guidelines of the scheme.</p> <p>III. The details collected through PhD Scheme portal from the eligible PhD Candidates which include their AADHAAR would be sent by PhD Cell, DIC to PFMS in prescribed format for beneficiary registration and subsequently for fellowship transfer through DBT mode.</p> <p>IV. The institute would submit annual performance report for each candidate. In case of non-performance, non-compliance with the scheme's guidelines of any candidate at any point of time, the institution shall intimate PhD Cell, DIC regarding the same immediately through email to PhD Cell. The institution needs to secure receipts of such intimation by PhD Cell, DIC well in advance as the fellowship would be released by DIC, as soon as possible, once the fellowship becomes due.</p> <p>V. In absence of such intimation, PhD Cell, DIC will continue to transfer the fellowship directly to the candidates every month of a financial year.</p> <p>VI. If due to non-intimation or late intimation by the respective institute, the fellowship is released to the candidate by PhD Cell, DIC then it will be the responsibility of the institute to recover that amount paid to the candidate in excess &amp; beyond eligibility. PhD Cell, DIC in its sole discretion may decide to recover it from the amount due to be paid to the institute under other budget heads of the scheme.</p>
2	Reimbursement of Rent (as per GoI norms)	<p>I. During verification of candidate's registration by the concerned department &amp; nodal officer of the institute along with their recommendation for Reimbursement of Rent release to PhD Candidates, the institute will recommend the release of amount towards "Reimbursement of Rent" also for the candidate. The institute would collect the supporting from the candidate &amp; follow all guidelines of the scheme and that of "Government of India" for such claims. PhD Cell, DIC will keep paying the "Reimbursement of Rent" along with fellowship to the eligible candidates every month.</p> <p>II. In the event of any change e.g. change in location by the Candidate leading to change in monthly rent amount or in-eligibility, the institution shall intimate PhD Cell, DIC</p>

		<p>regarding the same through email. The institution needs to secure receipts of such intimation by PhD Cell, DIC well in advance as the Reimbursement of Rent would be released by DIC, as soon as possible once Reimbursement of Rent becomes due. In absence of such intimation, PhD Cell, DIC will continue to transfer the “Reimbursement of Rent” directly to the candidates every month of a financial year.</p> <p>III. If due to non-intimation or late intimation by the respective institute, the “Reimbursement of Rent” is released to the candidate by PhD Cell, DIC then it will be the responsibility of the institute to recover that amount paid to the candidate in excess &amp; beyond eligibility. PhD Cell, DIC in its sole discretion may decide to recover it from the amount due to be paid to the institute under other budget heads of the scheme.</p>
3	<p>Research Contingency grant @ Rs. 1.20 Lakh/Year/Full Time PhD</p>	<p>I. The institution would submit a proposal based on the eligibility of the full time PhD candidate(s) in prescribed format. The format would include the details of equipment required by them, payment terms, account details of the institute etc.</p> <p>II. The institute would be registered by PhD Cell, DIC on PFMS (if not registered) using the details collected through PhD Scheme portal.</p> <p>III. The proposal would then be examined by PhD Cell, DIC with respect to the guidelines of the scheme &amp; then the institute to procure the equipment as mentioned in the proposal with certain changes if applicable.</p> <p>IV. The institution following the same would procure the equipment and would raise the payment request as per payment terms at PhD Scheme portal.</p> <p>V. PhD Cell, DIC would examine the request and if it is in order then the amount would be paid to the account of Institution through REAT (Receipts, Expenditure, Advances and Transfers) module of PFMS.</p> <p>VI. In case of failure from PFMS, the same would be transferred directly through the account of Digital India Corporation</p>
4	<p>One Time International Conf. Support @ Rs. 1.5 Lakhs/Full Time PhD</p>	<p>I. It is not provisioned for all PhD candidates. Only the selected candidates fulfilling eligibility criteria based on the guidelines to be provided in due course will be supported. A separate Implementation order governing these components would be issued by PhD Cell, DIC.</p> <p>II. The institution would submit the request based on the eligibility of the full time PhD candidate in the prescribed format. The format would include the payment terms, account details of the institute &amp; the applicant candidate etc.</p> <p>III. The institute would be registered by PhD Cell, DIC on PFMS (if not registered) using the details collected through PhD Scheme portal.</p> <p>IV. The request would then be examined by PhD Cell, DIC with respect to the guidelines of the scheme &amp; accordingly the applicant &amp; the institute would be allowed to avail the support.</p>

		<p>V. The institution &amp; the applicant following the same would raise the payment request as per payment terms at PhD Scheme portal for payment to the institute &amp;/or the applicant candidate.</p> <p>VI. PhD Cell, DIC would examine the payment request and if it is in order then the amount would be paid to the account of candidate and/or the institute as the case may be.</p> <p>VII. The payment to the Institute would be made through REAT (Receipts, Expenditure, Advances and Transfers) module of PFMS.</p> <p>VIII. In case of failure from PFMS, the same would be transferred directly through the account of Digital India Corporation.</p>
5	Institutional Overhead @ Rs. 25,000/Year/Full Time PhD	<p>I. Institutional overhead would be transferred based on number of Full Time candidates enrolled at PhD scheme portal and eligible for that year through REAT (Receipts, Expenditure, Advances and Transfers) module of PFMS.</p> <p>II. This amount after calculation at PhD Cell would be initiated at PhD Cell in the beginning of each financial year.</p>
6	One time support for 50 Candidates /yr from 3rd year for Visit to Labs	<p>I. It is not provisioned for all PhD candidates. Only the selected candidates fulfilling eligibility criteria based on the guidelines to be provided in due course will be supported. A separate Implementation order governing these components would be issued by PhD Cell, DIC.</p> <p>II. For more details, 'Term &amp; Condition' may be referred.</p>