



हैदराबाद विश्वविद्यालय  
UNIVERSITY OF HYDERABAD

/o. the Dean, Students Welfare  
Fellowships & Scholarships Section

Ref. UH/ DSW/F&S/2022/ 1444

27th May 2022

**CIRCULAR**

Sub: Submission of Contingency Utilization Certificate through 'Google Form'  
- Reg.

Ref: The Vice-Chancellor's approval dated 18.05.2022.

This is to bring to the notice of all fellowship / scholarship holders of UGC (*NET JRF, NFSC, NFST, NFOBC, MANF, Kothari, etc*) and concerned Supervisors, Heads / Deans that the UGC has been disbursing contingency on quarterly basis under various schemes through DBT mode. At present, the Fellowships & Scholarships Section is receiving the physical copy of Contingency Certificates along with original vouchers / bills / invoices, duly certified by the Supervisor concerned and Head / Dean from all the Scholars, once in a quarter and the Section is certifying the same in the Scholarship and Fellowship Management Portal of UGC, for release of payment.

Now, in order to facilitate the fellowship holders and to speed up the process of payment of contingency amount, the following procedure is adopted with the approval of the Competent Authority.

1. All the fellowship holders of UGC are directed to submit the statement of expenditure and original vouchers / bills / invoices, duly signed by Supervisor concerned, on quarterly basis to respective Department Offices.
2. On receipt of the statement of expenditure and original vouchers / bills / invoices (*duly entered in the stock register, wherever necessary*) from the fellowship holders, the Department Office shall verify the genuineness of the bills in consonance with the relevant GFRs and purchase procedures and certify that the funds are utilized for the purpose which was sanctioned by the funding agency. The certified statement of expenditure and original bills / vouchers will be kept in the custody of the Department Office for at least next 5 years, for the purpose of record and future verification, if any, by the University / UGC / Audit.
3. All the Supervisors, Heads and Deans are advised to verify the genuineness of the original vouchers / bills / invoices, submitted by the fellowship holder before they affix / endorse signatures on the quarterly 'Contingency Utilization Certificate'.

In this connection, all fellowship holders of UGC (*NET JRF, NFSC, NFST, NFOBC, MANF, Kothari, etc*) are hereby informed that the Fellowships & Scholarships Section has designed a google form, in order to facilitate the individuals to upload the soft copy of the quarterly 'Contingency Utilization Certificate', duly signed / certified by the Supervisor, Head of the Department and Dean of the School, directly through google form. This will avoid the submission of a physical copy of the statement of expenditure and original bills / vouchers to the Fellowship & Scholarship Section.

A copy of the 'Contingency Utilization Certificate' format is attached herewith. The fellowship / scholarship holders are directed to complete the submission of quarterly contingency utilization of certificates through google form, between 1<sup>st</sup> and 5<sup>th</sup> of every month (*once in a quarter i.e. after completion of every quarter of their tenure*).

Cont..



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Steps to be followed for uploading 'Contingency Utilization Certificate' through google form, is provided in the separate sheet and all the fellowship / scholarship holders are advised to follow the same. The fellowship / scholarship holders are free to contact this section through email: [fss-dsw@uohyd.ac.in](mailto:fss-dsw@uohyd.ac.in) for any difficulties during submission of the google form and uploading the relevant documents.

Based on the information and quarterly 'Contingency Utilization Certificate' submitted by the fellowship / scholarship holders through google form, the Fellowships & Scholarships Section will verify and update the same in the UGC web portal for release of contingency amount through DBT mode.

  
**Prof. Santosh R Kanade**  
**Deputy Dean Students' Welfare**

Encl:

1. Step wise guide for submission of google form and uploading contingency utilization certificate
2. Format of quarterly 'Contingency Utilization Certificate'

To

1. Webmaster - with a request upload in the UoH website
2. Director, CNF - with a request to circulate among all the Deans / Heads / faculty and all the students



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Date: \_\_\_\_\_

**CONTINGENCY UTILIZATION CERTIFICATE**

|                                |                                                             |
|--------------------------------|-------------------------------------------------------------|
| Name of the Awardee / Scholar  |                                                             |
| Reg No.                        |                                                             |
| Name of the Fellowship         |                                                             |
| Supervisor Name                |                                                             |
| Department / Centre            |                                                             |
| School                         |                                                             |
| Contingency Period (Quarterly) | From ..... (DD/MM/YYYY)<br>To ..... (DD/MM/YYYY) (3 months) |
| Contingency Amount             | Rs.                                                         |

It is certified that the amounts are utilized for the purpose which was sanctioned by the funding agency, in consonance with the GFRs and purchase procedures.

The Statement of Expenditure and original vouchers / bills / invoices submitted by the awardee are kept in the custody of the Department Office for the purpose of record and future verification, if any, by the University /UGC / Audit.

Signature of the  
Awardee

Signature of the  
Supervisor

Signature of the  
Head of the Department

Signature of the  
Dean of the School



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**Steps to upload quarterly 'Contingency Utilization Certificate'**  
**through Google Forms**

Step 1: visit UoH website [www.uohyd.ac.in](http://www.uohyd.ac.in)

Step 2: click on 'Study @ UoH' tab in the Home Page

Step 3: click on 'Scholarships Updates' under the 'Study @ UoH'

Step 4: click on "Submit and Upload Contingency Utilization Certificate"

Step 5: A google form will automatically opens in the web browser, if the candidates already logged-in through his/her mail account of University(Ex: xxxx@uohyd.ac.in)

or

Browser will automatically direct you to login to your mail account of University (Ex: xxxx@uohyd.ac.in) and thereafter a google form will be opened in the web browser.

Step 6: Fellowship Holders are required to fill the google form carefully and required to upload Contingency Utilization Certificate (attached along with Circular) duly certified and signed by the Supervisor, Head and Dean. (Please upload as a PDF file format and name of the file should be your Reg. No., ex: "21XXXX21").

Step 7: After completing the google form and uploading documents, candidates are required to click on the "Submit" button at the bottom of the form. After submission of the form, an auto email along with response submitted by the candidate, will be sent to the email id of the candidate.

Based on the submission and uploaded documents, the Fellowships and Scholarships Section, will update / upload the Contingency Certificate of the fellowship holder in the respective web portals for release of payment.