

हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

**O/o. Dean, Students Welfare
Fellowships & Scholarships Section**

Ref.No.UH/DSW/F&S/2024/804

Date: 24.01.2024

CIRCULAR

Sub: URGENT: Circular on Pending Dues and 'Mark Exception Forms'
Submission – UGC – Canara Bank Portal
Ref: UGC Instructions received via email dated 23.01.2024.

In reference to the recent Public Notice/Advisory disseminated by the UGC to universities and fellowship holders, this communication serves to bring your attention to the essential process of claiming pending dues and submitting 'Mark Exception Forms' via the SFMP Portal (UGC-Canara Bank Portal).

All stakeholders / Fellowship holders of all DBT mode fellowships through the SFMP Portal are strongly advised to claim their outstanding/pending dues, encompassing pre-revised and revised rates of fellowships, house rent allowance, and contingency, up to 31st December 2023, by the submission of 'Mark Exception Form' for the relevant periods to Fellowships & Scholarships Section by 31st January 2024. This action facilitates the University (Fellowships & Scholarships Section) to initiate and approve of these claims on the Scholarship Fellowship Management Portal (SFMP) by the UGC stipulated deadline of 8th February 2024.

It's essential to note that the UGC will discontinue the acceptance of 'Mark Exception Forms' for claiming pending fellowships, contingency, or HRA for the period up to December 2023 after 08.02.2024.

Therefore, scholars/students who have not yet claimed their fellowships, contingency, or HRA up to December 2023 are strongly advised to submit their duly filled 'Mark Exception Forms' to the Fellowships & Scholarships Section by 31.01.2024. These forms should be duly endorsed by the respective Supervisor, Head, and Dean.

Additionally, all scholars are advised to submit their continuation certificates, quarterly contingency certificates, or HRA certificates for the preceding month by the 5th of the current month through Google Forms. This ensures the timely initiation or approval of continuations in the SFMS portal by the University (Checker/Maker/Nodal Officer).

We appreciate your immediate attention for timely submissions to prevent any inconveniences.



Shot on
AGNI 5G

All concerned - through GApps

[Signature]
Dean, Students' Welfare

25/1/24