

हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

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

Ref No. UH/DSW/F&S/2026

Date: 19.02.2026

CIRCULAR

Sub: Streamlining of Non-NET Fellowship Claim and Payment Process – Revised Workflow
– Implementation – Reg.

In pursuance of the approval of the Competent Authority dated 08.01.2026 on the Minutes of the Review Meeting held on 31.12.2025, the following revised procedure for submission, processing, and payment of Non-NET Fellowship is hereby notified for strict compliance, with effect from 01 April 2026, to ensure timely disbursement of monthly fellowship amounts.

1. Submission of Monthly Fellowship Claims by Students

- i. With effect from 01 April 2026, all Non-NET Fellowship holders shall raise and submit their monthly fellowship claim bills through the FAMOUS portal during the period from the 25th of the month to the last working day of the month. The claim may be for the full month or the eligible period, as applicable.
- ii. Each bill shall be signed by the student and certified by the Supervisor / Head of the Department / Dean of the School with regard to active on-roll status, attendance and eligibility.
- iii. The duly certified bill shall be submitted to the Fellowships & Scholarships Section (DSW's Office) within the above period. i.e. by end of the month.
- iv. Students who fail to submit claims within the prescribed period may submit their bills in the additional windows up to the 5th or up to the 10th of the succeeding month.

If a student becomes ineligible due to exit from the University, obtaining No Dues, or submission of thesis between the 25th of the month and the end of the month / eligible period, the student and the Supervisor / Head / Dean shall immediately inform the F&S Section (DSW's Office) and Finance & Accounts Section in writing or by official email, to enable stoppage of payment or recovery for any non-entitled period.

2. Processing and Payment Workflow

The Fellowships & Scholarships Section (DSW's Office) shall scrutinize eligible claims, process them through the FAMOUS portal, and forward a duly signed consolidated bill to Finance & Accounts. Finance & Accounts shall process the bill, obtain necessary approvals, and release payments through PFMS as per the schedule below:

Stages	Action	Timeline
Stage 1	Student raise / claim of bills through FAMOUS and submission of hard copies to F&S Section (DSW Office)	25th to last working day of the month (additional slots: up to 5th / 10th of next month)
Stage 2	Consolidated bill forwarding by Fellowships & Scholarships Section (DSW Office) to F&A	By 2nd / 7th / 12th of the month, based on submission slot
Stage 3	Release of payment by F&A	By 5th / 10th / 15th of the month, based on submission slot

The above revised workflow, supported by appropriate system enhancements in the FAMOUS portal, is expected to ensure timely disbursement of Non-NET Fellowship, to eligible scholars by the 5th of every month, wherever applicable.

This circular is issued for the information and strict compliance of all students / concerned Sections.


20/2/26
Deputy Dean, Students' Welfare

To:

All concerned – through GApps

Copy to:

- 1) PS to Registrar 2) PS to Finance Officer 3) Deputy Registrar, F&A