UNIVERSITY OF HYDERABAD

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

No/UH/DSW/F&S/Non-NET/2023/1714

Date: 13.03.2023

CIRCULAR

Sub: Revised process for payment of Non-NET fellowship – Reg.
Ref: The Vice-Chancellor's approval dated 20.02.2023.

With reference to the Vice-Chancellor's approval dated 20.02.2023, it is hereby informed that all Non-NET Fellowship holders are now required to raise their monthly fellowship bill of the preceding month(s) through the FAMOUS Portal of the University, effective from 1st April 2023. The FAMOUS Portal can be accessed via web link: https://famous.uohyd.ac.in/. Consequently, the previous practice of submitting monthly continuation certificates through google forms is no longer applicable to Non-NET fellowship holders.

The monthly bill raised through the FAMOUS portal must be certified and signed by the respective Supervisor or Head of the Department or Dean of the School. All Supervisors of Non-NET Fellowship holders, Heads of the Department, and Deans of the School are requested to verify the semester registration status / on-roll status and the No Dues Certificate issued to scholars, if any, etc. before affixing their signature onto the monthly fellowship bill.

Once the Supervisor or Head of the Department or Dean of the School has signed the monthly bill, it shall be submitted to the Fellowships & Scholarships Section for verifying scholar details and subsequently forwarding it to the Finance & Accounts for payment. To ensure smooth processing, scholars are advised to send the bills to the F&S Section through the dispatch of their respective Department/School instead of submitting it directly to the F&S Section.

It may be noted that Non-NET Fellowship holders can now raise monthly fellowship bills of preceding month through FAMOUS portal at any time during the succeeding month and submit them to the Fellowships & Scholarships Section. However, the Fellowships & Scholarships Section will forward the monthly bills to Finance & Accounts for payment twice a month, i.e., on the 5th and 15th of every month.

Non-NET Fellowship Bills Submission Date to F&S Section	Forwarding Date to F&A for payment
On or before the 5th of the succeeding month	5th of the succeeding month
On or before the 15th of the succeeding month	15th of the succeeding month

Non-NET Fellowship holders are also advised to submit the forms of (i) Creation of Fellowship in FAMOUS and (ii) Beneficiary Creation in PFMS along with the following documents for the creation of BHEN in FAMOUS and beneficiary in PFMS to the Fellowships & Scholarships Section at the earliest:

1) Copy of Aadhar Card
2) Copy of PAN Card
3) Copy of the SBI Saving Bank Account Passbook

After the creation of the fellowship account in the FAMOUS portal and the beneficiary in PFMS, all Non-NET Fellowship holders can log in to their FAMOUS account with their Registration Number as login ID and password *(which is required to be changed immediately after the first login)* and can raise their monthly fellowship bill through the FAMOUS portal.

Prof. Santosh R Kanade
Deputy Dean Students' Welfare

Encl: Forms: (i) Creation of Fellowship in FAMOUS and (ii) Beneficiary Creation in PFMS

Copy to:
1. Webmaster – with a request to upload this circular on the UoH website.
2. Director, CNF, with a request to circulate this circular among all the Deans, Heads, faculty and all the Ph.D. Scholars.

Beneficiary Creation in PFMS

Student Name	
Father Name	
Date of Birth	
Gender	
Registration No.	
Course	
Subject	
Semester	
Mobile No	
Email Id.	
Aadhaar No.	
Category	
ADDRESS: House No/ Locality	
Village/Post Office	
City / Town	
District	
State	
Country	
PIN	

PAN No.	
Bank Account No.	
Bank Name	
IFSC Code	

Note: The above data is required to create a Beneficiary in PFMS (Public Financial Management System of the Department of Expenditure, Ministry of Finance, Govt. of India)

This is to certify that the above data has been verified and found correct.

Student Signature   Head of Dept/Section

Encl: Semester Registration Card / Aadhaar / PAN

................................For Office Use................................

Created Beneficiary in PFMS on:

PFMS Code   :

FAMOUS Beneficiary Code   :

Creation of Fellowship in FAMOUS

1	Name of the Student	
2	Registration No.	
3	Course & Subject	
4	Department & School	
5	Email	
6	Mobile No.	

7	Fellowship Name	
8	Funding Agency	
9	Order No & Date	
10	Fellowship Tenure	From: To:
11	Sanctioned Amount	Rs.
12	Released Amount	Rs. Date of Receipt:
		Cheque / Online Line No.:

Signature of Student   Head   DSW

--- For F&A use ---

Certified that an amount of Rs. _ _ _ _ _ _ _ _ _ _ _ _ _ was received on _ _ _ _ _ _ _ _ _ _ _ as
per the details provided and posted in the Cashbook, Bank Account No. _ _ _ _ _ _ _ _ _ _ _ _

Cashbook Owner   SO/AR

Fellowship created and communicated on _ _ _ _ _ _ _ _   BHEN: _ _ _ _ _ _ _ _ _ _ _ _

MIS Executive   F.O.