

**GUIDELINES FOR  
Emeritus Fellowship  
DURING XII PLAN  
(2012-2017)**



**UNIVERSITY GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI – 110 002  
Website : [www.ugc.ac.in](http://www.ugc.ac.in)**



## XII PLAN GUIDELINES

# UNIVERSITY GRANTS COMMISSION

## Emeritus Fellowship

### 1. Introduction

The University Grants Commission floated the Scheme of “**Emeritus Fellowship**” in order to provide an opportunity to the superannuated teachers of universities, colleges and institutions approved under Section 2(f) and 12(B) of the UGC Act who have been actively engaged in research and teaching programmes in the preceding years to undertake research, without any restriction of position or pay scales.

### 2. Objectives

To provide an opportunity to superannuated teachers of all recognized universities and colleges approved under UGC Act, to pursue active research in their respective field of specialization.

### 3. Target Group and Eligibility

**Target Group-** Highly qualified and experienced, superannuated or likely to be superannuated within 6 months, teachers of recognized universities/colleges/institutions.

**Eligibility-** The eligibility will be based on the quality of research and published work contributed by the teacher in his/her service career. The awardee (superannuated) can work under this scheme with a well defined time bound action plan upto the age of 70 years or upto two years (non-extendable) of the award whichever is earlier.

### 4. Nature of Assistance Available Under the Scheme

- i) The number of slots available under the Scheme are 100 for Science streams and 100 for Humanities, Social Sciences and Languages (total 200 Slots) at any one given time basis. The assistance available under the scheme is :
- ii) Honorarium of Rs. 20,000/- p.m. from UGC. for two years ( non-extendable) (Annexure-I)
- iii) Contingency grant (Non-lapsable) of Rs. 50,000/- p.a towards secretarial assistance, travel within the country connected with the research project,

stationery, postage, consumables, books and journals and equipments. However 3 books and journals and equipments etc. procured out of the contingency grant will be the property of the university/college/institute. (Annexure-I)

- iv) Foreign visit in connection with the approved research work of the awardee will be limited to once in a year with the prior approval/no-objection of the Institution/University where the project work is being undertaken alongwith that of UGC. This will be further subject to no financial liability on the part of UGC.

The expenditure would be accounted for audit by the university department concerned like any other departmental expenditure. The Emeritus Fellow would be entitled to such other privileges including medical facilities as available to the university faculty members, but not housing.

## 5. **Procedure for Applying for the Scheme**

Applications are invited through on line mode once in a year through advertisement in leading newspapers & employment news. Short notification is also uploaded in the UGC website.

## 6. **Procedure for Approval by the UGC**

- i) Emeritus Fellowship is awarded on the basis of recommendation of the Expert Committee constituted by the Commission for the purpose. The applicant, should not be holding any other post or be gainfully employed anywhere at the time of joining the Emeritus Fellowship Award. The awardee is to join the award within one month from the issue of the award letter. No extension under the scheme is admissible and hence the proposal should be well defined with a time bound action plan so that it is completed within the prescribed tenure. The Emeritus Fellow may also take the Major Research Project provided that they will receive honorarium from one scheme only.
- ii) Preference will be given to Women/SC/ST/OBC (non-creamy-layer)/Physically Handicapped and Minorities.

## 7. **Procedure for Release of Grants**

All the selected candidates will approach the nearest branch of Canara Bank to their place along with a copy of the Award letter issued by UGC and the Joining Report with photograph, address and contact number in the prescribed proforma enclosed as (**Annexure-II**) duly signed by the Head of the Department of the University/College where the selected candidate has either joined or will join. After receiving the Joining Report , Canara Bank shall disbursed the amount of fellowship for the next three months to the bank account of the awardee, (any

bank) directly. The list of designated branches of Canara Bank is available on the UGC portal [www.ugc.ac.in](http://www.ugc.ac.in).

At the end of every three months, the Fellow will have to submit a Continuation Certificate from the Head of the Department of the University/College/Institute, where he/she is pursuing research to the designated branch, to become eligible to draw the grant for the next three months (**Annexure-III**).

After completion of one year of the award of fellowship, the concerned fellow/awardee shall submit and present its Progress Report alongwith the Continuation Certificate. The Fellow/awardee shall also submit and present the accounts of contingency grants & Honorarium in the prescribed proforma by the UGC **Annexure-IV & V** to the designated branch.

It may be noted that UGC has proposed to link “AADHAAR” with awardee’s bank accounts numbers so that there can be direct cash transfer and effective disbursement of fellowship into the bank account of the awardee. In this regard Secretary, UGC has already requested to universities for helping the students for Aadhaar Enrolment vide his D.O. Letter No. F. 14-34/2011 (CPP-I) dated 11.01.2013.

#### 8. **Cancellation of Award**

- Misconduct, including research piracy
- Unsatisfactory work
- Ineligibility of the candidate if noticed later

## ANNEXURE I

The tenure of fellowship is initially for two years or upto the age of 70 years whichever is earlier

### **RATE OF FELLOWSHIP**

The rate of fellowship will be at par with the UGC Fellowship as amended from time to time. Presently these rates are as follows :

Honorarium	Honorarium of Rs. 20,000/- p.m. from UGC. for two years (nonextendable)
Contingency	Contingency grant (Non-lapsable) of Rs. 50,000/- p.a towards secretarial assistance, travel within the country connected with the research project, stationery, postage, consumables, books and journals and equipments

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SA-II SECTION

**JOINING REPORT**

**Emeritus Fellowship**

Name of Awardee: \_\_\_\_\_

Award letter number and date or UGC Circular number and date:

This is to certify that.....has joined the Department of ..... As Emeritus Fellow under the above scheme of the University Grants Commission with effect from .....(FN/AN). He/She will be provided with all necessary facilities during his/her tenure. the terms and conditions of the offer are acceptable to awardees. Also certified that he/she is not recipient of emoluments from any other source after joining the Emeritus Fellowship, for the period ending.....

Signature

Name

Date

**Awardee**

**Ph. No.**

**Mobile :**

**E.mail :**

**Bank A/c No. of**

**IFSC Code :**

**Aadhar No., if any:**

Signature

Name

Date

**Head of Deptt.**

**(Seal)**

Signature

Name

Date

**Registrar/ Director/Principal**  
**Seal of University/Institution/College)**

**Bank A/c No. University/Institution)**

**IFSC Code :**

UNIVERSITY GRANTS COMMISSION  
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NEW DELHI – 110002

**SA-II SECTION**

**CONTINUATION CERTIFICATE**

**Emeritus Fellowship**

This is to certify that \_\_\_\_\_ has been continuously working in the Department \_\_\_\_\_ in the subject under the above scheme for the quarter from \_\_\_\_\_ to \_\_\_\_\_.

Signature  
Date  
Name of the  
Awardee

Signature  
Date  
Name of the Head  
of the Deptt.

Signature  
Date  
Registrar/ Principal/  
Director

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NEW DELHI – 110002

**SA-II SECTION**  
**Emeritus Fellowship**

**FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE  
UTILIZATION CERTIFICATE**

1. Name of the Emeritus Fellow :
2. Code number :
3. Name of the scheme under :  
which he/she is working
4. Period for which the account :  
of contingency grant relates
5. Expenditure: From \_\_\_\_\_ to \_\_\_\_\_  
Amount Dated
- (a) Books and allied items :
- (b) Typing (Tracing & ammonia  
printing) :
- (c) Stationery :
- (d) Postage :
- (e) Chemical & electrical goods :
- (f) Travel/field work :
6. Period for which the contingency :  
grant is payable

Certified that the expenditure of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_) out of the  
contingency grant of Rs. \_\_\_\_\_ made available to the fellow  
through Bank under the UGC scheme in respect of \_\_\_\_\_ has  
been utilized for the purpose for which it was sanctioned in accordance with the terms and  
conditions laid down by the University Grants Commission.

If, as a result of check or audit objection, some irregularity is noticed at a later stage, action will  
be taken to refund, adjust or regularize the objected amount.



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**SA-II SECTION**

**Emeritus Fellowship**

**Utilisation Certificate**

Certified that the amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) out of the Honorarium grant of Rs. \_\_\_\_\_ sanctioned vide Commission's letter No. F. \_\_\_\_\_ dated \_\_\_\_\_ in respect of Prof./Dr. \_\_\_\_\_ has been fully utilised for the purpose for which it was sanctioned, in accordance with the terms and conditions laid down by the University Grants Commission under the scheme of Emeritus Fellowship for the period \_\_\_\_\_ to \_\_\_\_\_. The balance amount of Rs. \_\_\_\_\_ has been carried forward/refunded vide demand draft no. \_\_\_\_\_ dated \_\_\_\_\_ for Rs. \_\_\_\_\_. If as a result of check or audit objection some irregularity is noticed at a later stage, action will be taken to refund, adjust or regularise the objected amount.

**Signature of Awardee**

**Head of Department  
(Rubber stamp)**

**Registrar/Principal  
of University/College  
(Rubber stamp)**

**N.B: For any correspondence in this regard, the Commission's letter number and date may please be quoted without fail.**