

Step of Linking Awardee Details and Claiming of Fellowship & Other Admissible Allowances

Sl. No.	Step	Responsibility & Frequency
I	Mapping of Awardee Details: The Ministry maps the selected awardee's details in the SFMP portal of Canara Bank. Link: (https://scholarship.canarabank.bank.in/)	Ministry (One Time)
II	Submission of Joining Report (Annexure-II): The awardee shall submit the duly filled and signed Joining Report mentioning the date of joining of the M.Phil. course. A soft copy should be uploaded on the NFST Grievance Portal (https://tribal.nic.in/Grievance → <i>Communication Tab</i> → <i>Upload Documents</i>) and a hard copy of the same shall also be submitted to the University/Institute.	Awardee (One Time)
III	Submission of Undertaking (Annexure-III): The awardee shall upload the Undertaking regarding availing/not availing Fellowship/Scholarship/Stipend/Salary or any other financial assistance from other sources through the NFST Grievance Portal (https://tribal.nic.in/Grievance → <i>Communication Tab</i> → <i>Upload Documents</i> → <i>Undertaking</i>).	Awardee (One Time)
IV	Linking of Awardee Details: The University/Institute shall link the awardee's details along with the Joining Report (Annexure-II) in the SFMP Portal of Canara Bank (https://scholarship.canarabank.bank.in/). The awardee must ensure that his/her Aadhaar is linked with an active bank account, as fellowship payments are made only through Aadhaar-based DBT.	University Nodal Officer (Maker) (One Time)
V	Submission for Approval: After verification, the Checker shall submit the linked awardee details entered by the Maker for further processing. (After the Beneficiary Code is generated automatically in PFMS.)	University/Institute (Checker) (One Time)
VI	Approval of Master Data: The Ministry verifies the submitted details (including Joining Report, date of joining, etc.) and approves the Master Data.	Ministry (One Time)
VII	Submission of Continuation Certificate (Annexure-IV): The awardee shall submit the duly filled and authorized Continuation Certificate to the University on or before the 5th of the month following each quarter. The Nodal Officer shall upload the same on the SFMP Portal of Canara Bank on or before the 10th of the following month. Example: For the quarter of April–June, submission by the awardee should be made by 5th July , and upload by the Nodal Officer by 10th July and so on. Failure to upload Continuation Certificates for two consecutive quarters will result in deactivation (withheld) of the Student ID.	Both Awardee (Every Quarter) And University Nodal Officer (Every Quarter)
VIII	Approval of First Continuation Certificate: The Ministry approves the first Continuation Certificate based on the Undertaking (Annexure-III).	Ministry (One Time)
IX	Submission of HRA Claim (Annexure-V): The awardee shall submit the HRA claim, duly certified by the Competent Authority, to the University. HRA shall be admissible as per scheme norms or actual expenditure, whichever is lower.	Awardee & University Nodal Officer (Quarterly/Half-Yearly/Yearly, as applicable)
X	Submission of Contingency Claim (Annexure-VI): The awardee shall submit the Contingency Claim (Annexure-VI), along with actual bills/vouchers of expenditure, duly certified by the Head of Department (HoD)/Competent Authority. Reimbursement shall be limited to the amount admissible under the Scheme or the actual expenditure incurred, whichever is	Awardee & University Nodal Officer (Quarterly/Half-Yearly/Yearly, as applicable)

Sl. No.	Step	Responsibility & Frequency
	lower, subject to the maximum annual contingency ceiling prescribed under the Scheme Guidelines.	
XI	Entry of HRA/Contingency Details: After the Ministry approves the relevant Continuation Certificate, the Nodal Officer shall upload the admissible HRA and/or Contingency amount on the SFMP Portal of Canara Bank for the approved period based on the authorized annexures and supporting documents submitted by the awardee.	Awardee & University Nodal Officer (Every Quarter)
XII	Submission of Yearly Progress Report (Annexure-VII): After completion of the each academic year, the awardee shall submit the Yearly Progress Report to the University for continuation of fellowship in the subsequent year. The same report shall also be uploaded by the awardee on the NFST Grievance Portal (<i>Communication Tab → Upload Documents → Yearly Progress Report</i>).	Awardee (Every Academic Year)
XIII	Submission of Course Completion/Research Details (Annexure-VIII): After completion of the M.Phil., the awardee shall submit the M.Phil.. Degree/Provisional Certificate/Course Completion Certificate/Thesis Submission details to the University. The University shall update the research completion details on the SFMP Portal of Canara Bank, and the awardee shall upload the same on the Research Details Module of the NFST Grievance Portal. Failure to complete this process may result in non-release of the last three months' fellowship. Awardees completing the course before the stipulated period shall immediately inform both the University and the Ministry.	Awardee & University Nodal Officer (One Time after completion of M.Phil..)

Note

1. Any modification to the procedure in future, shall be notified through the Portal and/or via email.
2. For any clarification or assistance, awardees may submit their queries through the NFST Grievance Portal at <https://tribal.nic.in/Grievance>

JOINING REPORT

AWARD OF M.Phil.. IN SCIENCES / ENGINEERING AND TECHNOLOGY / HUMANITIES AND SOCIALSCIENCES (tick “✓” applicable)

UNDER THE SCHEME NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS

(Being implemented by Ministry of Tribal Affairs, Govt. of India)

(Passport
Photo)

Award no:

(As per new Award letter)

This is to certify that Mr./Ms.....has joined the Department offor doing M.Phil. in Clinical Psychology in(University/Institute) on (date of Joining the University/Institute for M.Phil. and University is counting its tenure form the date as per the University norms).

He / She will be provided with all necessary facilities during his/her tenure of award as mentioned in the award letter under the scheme National Fellowship & Scholarship for Higher Studies of ST Students. The terms and conditions of the offer are acceptable to (name of awardee).

Also certified that the Fellow shall not accept/hold any emoluments, paid or otherwise, or receive emoluments, salary, stipend etc., from any other source during the tenure of the award.

Signature of Awardee

Mobile:

Email:

Bank A/c No:

IFSC Code:

Aadhaar Number (last 4digits): XXXX-XXXX-.....

Signature of Supervisor/Guide

Name:

Mobile:

Email:

Nodal Officer/Designated Officer of the University/College/Institute

(with Seal)

Name:

Mobile.:

Mail ID.:

Head of the Department

(with Seal)

Name:

Mail ID.:

Dept. Registrar/ Registrar/Dean/Director /Principal (with Seal)

Name:

Mail ID.:

UNDERTAKING**Declaration of Scholarship/Fellowship/Stipend/Salary or Other Financial Benefits from Sources Other than NFST**

To

The Director
Scholarship Division
Ministry of Tribal
Affairs

I.....S/o/D/o/W/o.....
..... with award number,,
from..... (name of University /Institute)
selected under National Fellowship for M.Phil. in by Ministry of Tribal Affairs for NFST Scheme and I
hereby declare that: -

- a) I am not availing/availed any other fellowship/Scholarship/Stipend/Salary/other benefits from any othersource for which I have been selected for NFST M.Phil. course) by Ministry of Tribal Affairs. (Put “✓” in case “a” is applicable). ☐

(Or)

- b) I am availing/availed other fellowship/ Scholarship/Stipend/Salary/other benefits amounting of Rs..... From.....
(University/Institute/Source name), for the total period from to For my M.Phil. course However, in case of final selection under scheme “National Fellowship and Scholarship for Higher Education of ST Students (NFST),I will refund the amount from multiple sources, amount of Rs..... from (date from which I am eligible to take NFST fellowship (For M.Phil..) to(date) to the respective Institute/University/Source for the period for which I receive NFST fellowship from Ministry of Tribal Affairs. (Put “✓” in case “b” is applicable). ☐

The Undertaking and confirmation refund receipt/ Refund Certificate (if availed other fellowship) will be submitted to the University and also **upload in MoTA portal under [Communication > Upload Documents > Undertaking/Refund Receipt/Refund Certificate]** at: <https://tribal.nic.in/Grievance/>.

Signature of the Awardee**Sign. of Nodal officer/Designated Officer**

Name:

Sign. of HOD
(with Seal)

Name:

Sign. of Registrar/Dy. Registrar/Officer in Charge(Admin. Dept./Fin. Dept.)/Dean/ Principal/ Director
(with Seal)

Name:

Mail Id:

Con. Number:

Mail Id:

CONTINUATION CERTIFICATE

**AWARD OF M.Phil.. IN SCIENCES/ENGINEERING AND TECHNOLOGY / HUMANITIES
AND SOCIALSCIENCES (tick “✓” applicable)**

UNDER THE SCHEME

**NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES
OF ST STUDENTS**

(Being implemented by Ministry of Tribal Affairs, Govt. of India)

This is to certify that Mr./Ms..... having Award
No....., from..... (University /Institute)
has been continuously pursuing his/her research work, from..... (date) to
(date) for (1st/2nd/3rd/4th) quarter of (Year) details as mentioned below:

(a) Course M.Phil. in Clinical Psychology

(b) Department:

And, we are satisfied with his/her academic performance in research work and his/her code of conduct in the University/Institute. We have no objection to take his/her fellowship for the above-mentioned quarter, under NFST scheme.

**If, as a result of verification, inspection, or audit, any irregularity is noticed at a later stage, appropriate action shall be taken to recover, adjust, or regularize the objected amount.*

Signature of Awardee

Signature of Supervisor/Guide

Name:
Mail ID:
Contact Number:

**Signature of Dean/ Dy. Registrar
/Registrar (with Seal)**

Name:
Mail ID:

**Signature of HOD
(with Seal)**

Name:
Mail ID:

Signature of Nodal Officer

Name:
Mail ID:
Contact Number:

H. R. A. CERTIFICATE

**AWARD OF M.Phil. IN SCIENCES/ENGINEERING AND TECHNOLOGY / HUMANITIES
AND SOCIALSCIENCES (tick “✓” applicable)**

UNDER THE SCHEME

NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS

(Being implemented by Ministry of Tribal Affairs, Govt. of India)

Certificate No. 1

Certified that Mr./Ms....., with Award No-.....
University name.....is paying house Rent of
Rs..... and is eligible to draw House Rent allowance @ Rs..... as
per university rules w.e.f. for the quarter.....(1st/2nd/3rd/4th) from
.....to.....(date)

(OR)

Certificate No. 2

Certified that Mr./Ms..... with Award No....., University
name is Staying independently and, therefore, is eligible to draw House Rent Allowance of
Rs.....minimum admissible to a lecturer as per university rules w.e.f..... for the
quarter..... (1st/2nd/3rd/4th) from to.....(date)

(OR)

Certificate No. 3

Certified that Mr./Ms....., with Awardee No., University
name..... has been Provided
accommodation in the hostel. However, he/she could not be provided with single-seated flat-type
accommodation. Hostel fee @ Rs..... per month w.e.f. for the
quarter.....(1st/2nd/3rd/4th) from to(date) is being charged from him/her.

**If, as a result of verification, inspection, or audit, any irregularity is noticed at a later stage,
appropriate action shall be taken to recover, adjust, or regularize the objected amount.*

Signature of Awardee

**Nodal Officer/Designated
Officer of the University/Institute**

Head of Department

FORM FOR SUBMITTING ACCOUNTS OF CONTINGENCY GRANTS AND THE UTILIZATION

AWARD OF M.Phil. IN SCIENCES/ENGINEERING AND TECHNOLOGY / HUMANITIES AND SOCIALSCIENCES (tick “✓” applicable)

UNDER THE SCHEME

NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS

(Being implemented by Ministry of Tribal Affairs, Govt. of India)

1. Name of the Research Scholar:
2. Award Number:
3. Period for which the account of contingency grant relates:
4. Expenditure Period for which the contingency grant is payable:

From _____ to _____ (date)

- (a) Books and allied items:
- (b) Typing (Tracing & ammonia printing):
- (c) Stationery:
- (d) Postage:
- (e) Chemical & electrical goods:
- (f) Travel/field work:

[Total: (a + b + c + d + e +f) Rs.....]

It is certified that the expenditure of Rs.....out of the contingency grant of Rs. (Total as per scheme guidelines), made available to the fellow through Bank under the NFST scheme has been utilized for the purpose for which it was sanctioned in accordance with the terms and conditions laid down by the Ministry of Tribal Affairs.

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

Signature of Awardee

Signature of Supervisor

Head of Department

Name:

Name:

Mail Id.:

Mail Id.:

YEARLY PROGRESS REPORT

AWARD OF M.Phil.. IN SCIENCES/ENGINEERING AND TECHNOLOGY / HUMANITIES AND SOCIALSCIENCES (tick “✓” applicable)

UNDER THE SCHEME

NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF ST STUDENTS

(Being implemented by Ministry of Tribal Affairs, Govt. of India)

YEARLY PROGRESS REPORT FOR THE PERIOD W.E.F.

1. Name of Fellow:
2. Number and date of award letter:
3. Details of Research:
 - a. Topic of research:
 - b. Is the Fellow working on the topic for the award of doctorate degree?
 - c. If so, the date of resignation with the university:
4. Date of commencement of research:
 - a. At the University:
 - b. Under the Ministry of Tribal Affairs Fellowship:
5. Total number of working days during the period:
6. Number of days the Fellow remained on leave (with dates):
 - a. With fellowship, number of days:
Fromto.....
 - b. Without Fellowship, number
of days:
From.....to
.....
7. Number days the Fellow remained out of station for fieldwork/travel with dates and place visited:
 - a. Number of days.....from.....to.....
 - b. places visited:
8. Number of days the fellow remained present at the university/college:

9. Published during the period under report:
Title of the article/paper (please enclose reprint of each):
10. Title of monograph written during the period
under report: Teaching work done during the
period under report:
11. Number of periods taken per week
12. A detailed account of the work done during the period (a separate sheet may be attached for the
purpose):
13. Comments of the supervisor on the progress of the research work during the period under report:
14. Comments of the H.O.D on the progress of the research work during the period under report:

Signature of Awardee

Signature of Supervisor	Head of Department (With Seal of University/Institution)	Registrar/Principal/Director (With Seal of University/Institution)
Name:	Name:	Name:
Mail ID:	Mail ID:	
Contact Number:		

COMPLETION CERTIFICATE

Award of M.Phil. in **Stream** (SCIENCES /
ENGINEERING AND TECHNOLOGY / HUMANITIES AND SOCIALSCIENCES)

UNDER THE SCHEME

**NATIONAL FELLOWSHIP & SCHOLARSHIP FOR HIGHER STUDIES OF
ST STUDENTS**

(Being implemented by Ministry of Tribal Affairs, Govt. of India)

It is certified that (name) with award number
..... and having (Registration Number) was admitted/registered/joined
to M.Phil. programme in (department) on.....(dd/mm/yyyy)
vide University order number..... has selected and availed the National Fellowship under
the scheme National Fellowship and Scholarship for Higher Education of ST Students.

.....(he/she) has completed..... (his/her) M.Phil. degree on (date of Viva-Voce).
.....(he/she) submitted (his/her) final Thesis to the University titled
.....
.....
..... on (dd/mm/yyyy) and received (his/her) final result notification
on.....

Signature of Awardee

Signature of Supervisor

Head of Department

Registrar/Principal/Director

Name:

Name:

(Seal of University/Institution)

Name:

(Seal of University/Institution)

Mail ID:

Mail ID:

Mail ID

Signature of Nodal Officer (NFST)

Name:

Contact No:

Mail ID:

Note: Along with the duly filled certificate, the candidate shall upload a single merged PDF containing the Provisional Degree Certificate/Course Completion Certificate or Press Note (where applicable) as proof of completion of the course.