BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
LUCKNOW
प्रज्ञा शील करुणा
ESTABLISHED 1996

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ–226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Rae Bareli Road, Lucknow-226025

Letter No. 111/R&D/BBAU/25

Date: 10/10/2025

Office Order

For smooth functioning of work of fellowship disbursement, the file route for UGC Fellowship of research scholars of the University's Satellite Campus, Amethi is hereby as follows:

A. Submission of Fellowship Joining Report: -

1. The joining reports of all the research scholars admitted in a semester, shall be submitted together (in one bundle of files) for upload and linking by Research & Development Cell.
2. Fellowship joining report shall be submitted in two original copies to his/her Supervisor by research scholar.
3. Supervisor will forward the joining report to Coordinator.
4. Coordinator will forward the joining report to Director, Satellite Campus, Amethi.
5. Director, Satellite Campus, Amethi will forward the joining report to Head of Department (in original).
6. Head of Department will forward the joining report to the Registrar.
7. The Registrar will forward the joining report to the Director (R&D).

B. Submission of Monthly Fellowship Claim form, etc.: -

1. Fellowship claim bill, etc. submitted in two original copies to his/her Supervisor by research scholar.
2. Supervisor will forward the fellowship claim bill, etc. to Coordinator.
3. Coordinator will forward the fellowship claim bill, etc. to Director, Satellite Campus, Amethi.
4. The Director, Amethi Campus shall keep the original copy of the Fellowship Claim Bill, etc. in his office and send the scanned copy to the office of the Head of Department through email.
5. The office of the Head of Department shall take the printout and send it to the Registrar's office after signature/verification of Head of Department.
6. The Registrar will forward the Fellowship claim bill, etc. to the Director (R&D).
7. The original copy of Fellowship claim Bill shall be sent to Director (R&D) by the Director, Satellite Campus Amethi, once in a month.

This issues with the approval of Competent Authority.

Registrar

Copy to:-

1. All Deans/Heads/Coordinators of the Schools/Departments/Programs, BBAU, Lucknow.
2. Director (I/c), Satellite Campus, Amethi.
3. All Directors of Centers, BBAU, Lucknow.
4. AR to VC Sectt., BBAU, Lucknow.
5. PS to Registrar, BBAU, Lucknow.
6. PS to Controller of Examinations, BBAU, Lucknow.
7. PA to Finance Officer, BBAU, Lucknow.
8. I/c University Website, BBAU, Lucknow.

Deputy Registrar
(Academic Section)