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DEPARTMENT OF COLLEGIATE EDUCATION

From

To

Senior Accounts Officer
Directorate of Collegiate Education,
Chennai - 600 015.
Tamil Nadu State.

36. THE PRINCIPAL,
ST.MARY'S COLLEGE,
THOOTHUKUDI - 628001

Rc. No. 00350 /L / 2021 Dated: - 11 - 2024

Sir / Madam,

Sub: Department of Collegiate Education – Stipend to Research Scholars
(full time) payment to the scholars sanctioned during 2021 batch.
For Renewal (3rd year) forwarding of **NEFT** – Regarding.

Ref: Director's Proceedings Rc. No. 00350 / L/ 2021 Dated: 10 - 08 - 2024

I am to state that as per the details given below, Ph.D Scholarship amount has been transferred to your bank account through **NEFT** on 15-11-2024 I request you to disburse the same as per the guidelines provided with this letter. I request you to acknowledge receipt of this letter immediately.

I also request you to inform immediately in case the amount has not been received in your bank account with relevant documents so as to verify and re-send the same.

S.NO	NAME OF THE CANDIDATE	NAME OF THE COLLEGE	SUBJECT	RANK NO	AMOUNT
1	RATHINAM J	ST.MARY'S COLLEGE, THOOTHUKUDI - 628001	BOTANY	108	60000

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1. The receipt of the **NEFT** should be acknowledged immediately.
2. Before the payment of stipend, the Principals are requested to obtain the undertaking in the enclosed proforma from the scholar duly recommended by the Guide and Countersigned by the Principal and to forward the same to the Director immediately.
3. The Principals are requested to disburse the amount after getting a certificate from the Guide, that, the scholar is still pursuing his / her research. The Principal and the Guide is fully responsible for the lapse, if any, found in the later date.
4. The Principal should ensure that the scholar is not in receipt of any other Scholarship. A declaration to this effect should be obtained from the candidate before disbursing the amount.
5. The amount should be disbursed on monthly basis. The progress of Research work and attendance of the scholar should be watched by the Guide and Principal.
6. Continuous assessment of the Research work should be carried out by the Guide and the HOD of the concerned subject.
7. **The stamped receipt should be obtained from the scholar concerned in the prescribed form (form enclosed) and sent to this office immediately quoting the sanction order number and rank number of the scholar without fail.**
8. The undisbursed amount if any, be returned to this office by a DD drawn in favour of, **Senior Accounts Officer, Directorate of Collegiate Education, Chennai** at once

Enclosure:

1. Stamped Receipt form.
2. Undertaking and Confidential Report form / Assessment of the scholar form.


Senior Accounts Officer (I/C)

Directorate of Collegiate Education,
Chennai - 600 015.

