

Document Submission schedule

Sr. No	Documents to be submitted	Submission time
1	Joining report with Data Sheet and NEFT/RTGS/Electronic fund transfer mandate form	Within 1yr from date of award letter – immediately after joining
2	Utilization certificate, Statement of Expenditure and Claim Form (Grant in aid bill)	After every 31 st march i.e. the close of financial year
3	Ph.D Registration Document - confirmed	Within 2 years from the Date of joining
4	First year progress Report*	After Completion of 1 year from Date of joining
5	Three member assessment committee report for upgradation from JRF to SRF along with progress report* for 2 years	After completion of 2 nd year from Date of Joining
6	Progress Report* - SRF	After completion of 3 rd year from Date of joining
7	Three Member assessment committee report for continuation of fellowship from 4 th to 5 th year	After completion of 4 th year from Date of Joining
8	Consolidated progress report for 4 years	After completion of 4 th year from Date of Joining
9	Ph.D Submission documents as per procedure attached	After submission of Ph. D Thesis

Note: - All the above formats can be downloaded from our website www.bcil.nic.in

* - Progress report should be brief (maximum 5 pages)

All the forms should be submitted in original with original signature and office stamp to

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