

Ph.D Submission procedure (as revised on 01.04.2013) including current placement (applicable for submission after 25.01.11)

1. (A) If the viva voce exam for Ph.D. thesis is conducted before the end of fifth year and fellowship is paid till the end of fifth year then:-

Utilize your fellowship, HRA and contingency etc. on pro-rata basis, till the date of viva voce exam., and send Utilization Certificate and Statement of Expenditure in the DBT formats (till date of viva voce exam).

- (B) If the viva voce exam is not conducted before the end of 5th year:-

Then Fellowship will be paid till the end of 5th year only. Then send Utilization certificate and Statement of Expenditure (UC & SOE) till the end of 5th year, in the DBT formats giving bifurcation of all amounts as fellowship, HRA and contingency.

2. Refund unspent balance, after the end of 5th year or date of viva voce exam, whichever is earlier, by way of DD in favour of Biotech consortium India Limited payable at New Delhi or by ECS transfer.
3. Please note that the unspent balance after the end of 5th year or date of viva voce exam whichever is earlier, cannot be carried forward and all the expenses and purchases should be made before that (Bill date before that). Balance remaining unspent should be refunded as explained in point No. 2 above.
4. Information regarding current placement after thesis submission.
5. Ph.D Completion report is to be submitted through proper channel to the coordinator, DBT-JRF Programme, Biotech consortium India Limited, New Delhi mentioning the date of thesis submission and date of viva voce.
6. Send a soft copy of thesis and publication (hard copy) by post