



**SERB OVERSEAS POSTDOCTORAL FELLOWSHIP**

**GENERAL INFORMATION/ GUIDELINES HANDBOOK**

5 & 5A, Lower Ground Floor,  
Vasant Square Mall, Plot No. A,  
Community Centre, Sector-5, Pocket-5  
Vasant Kunj, New Delhi-110070  
[www.serb.gov.in](http://www.serb.gov.in)

<b>Contents</b>	<b>Page No.</b>
(1) About SERB Overseas Postdoctoral Fellowship	3
(2) Terms & Conditions governing the SERB overseas Postdoctoral Fellowship	3
(3) Documents to be submitted before commencement and after completion of the fellowship period	6
(4) Formats	
i) Format-I: SERB Bond	7
ii) Format-II: Certificate of Participation	13
iii) Format-III: Detailed report on the research work undertaken by the SERB Overseas Postdoctoral Research Fellow	14
iv) Format-IV: Report by the Overseas Host	15
v) Format-V: Claim Sheet	16
vi) Format-VI: UC/SE	19
vii) Format-VII: UC/SE	22

## **About SERB Overseas Postdoctoral Fellowship**

Science and Engineering Research Board (SERB) announces the SERB Overseas Postdoctoral fellowship 2016-17 (other than US) for Indian Researchers as an initiative under the SERB Overseas Postdoctoral fellowship (SERB-OPDF) with the objective to build national capacity in frontier areas of Science and Engineering, which are of interest to India and to tap the expertise gained by these young scientists to strengthen/initiate national programmes in their domain knowledge.

Science and Engineering Research Board (SERB) is committed to the goal of promoting science and technology through devised programs and to nurture contacts between scientists and technologists at an early career stage launch the SERB Overseas Postdoctoral fellowship (SERB-OPDF) for Indian Researchers. The objective of the program is to introduce scientists and engineers in the early stages of their careers to international collaborative research opportunities, thereby furthering their research capacity and global perspective and forging long-term relationships with scientists, technologists and engineers around the globe.

### **Terms & Conditions governing the SERB Overseas Postdoctoral Fellowship:**

(i) SERB Overseas Postdoctoral fellowship (SERB-OPDF) Award is subject to providing acceptance from the selected candidates to the terms and conditions laid by SERB as detailed in the Bond. The format of the SERB Bond is provided in Annexure-I. The individual availing this fellowship would be called as **SERB Overseas Postdoctoral Research Fellow**.

(ii) The selected fellows should execute a bond stating that the fellowship would be treated as a grant-in-aid if the fellows return to India after successful completion or else it will be treated as a loan to fellows who do not come back or discontinue the course in midway. Penal interest will also be levied on such candidates.

(iii) Duration of the fellowship will be for a period of 12 months, extendable to one more year subject to performance evaluation by SERB.

(iv) The SERB Overseas Postdoctoral Research Fellow will be entitled to the fellowship amount of US \$3000.00 per month.

(v) The SERB Overseas Postdoctoral Research Fellow will also be entitled to personal contingent grant/ preparatory allowances of Rs. 60,000.00 to cover expenses for obtaining Visa, airport transfers, bank commission and Overseas Medical Insurance in India and overseas country. The grants will be settled at actuals on the conclusion of the award against supporting vouchers/receipts.

(vi) Airfare for all the selected SERB Overseas Postdoctoral Research Fellow in Air India by economy class and shortest route from their place of work in India to the place of the overseas host institute and back would be reimbursed by SERB. If Air India is not having any direct service to the place of Host Institute, fellow may travel to the nearest hub by Air India and from there fellow may take alliance partner of Air India flights.

(vii) At the time of disbursement of the grants to the Fellow/ Parent Affiliated Institution, total stipend amount due will be released in three to four tranches as per the description\* provided below; and the balance 10% of the stipend amount for those financial tranches will be released after submission of UC/SE and the Fellowship Report along with all the supporting receipts/ vouchers. The grants as per the Award letter will be released based on the prevailing foreign exchange rate. The Parent Institution would be responsible for necessary foreign exchange disbursements against the grants provided by SERB.

\*For the SERB Overseas Postdoctoral Research Fellow with no Institutional affiliation in India, the fund disbursement process will be as follows:

- 1) 1<sup>st</sup> tranche: 100% monthly stipend of 1 month along with 50% of Overseas Medical Insurance and 100% personal contingent grant
- 2) 2<sup>nd</sup> tranche: 90% monthly stipend of 3 months
- 3) 3<sup>rd</sup> tranche: 90% monthly stipend of 4 months
- 4) 4<sup>th</sup> tranche: 90% monthly stipend of 4 months

The funds disbursement in above will be remitted directly to the SERB Overseas Postdoctoral Research Fellow's Bank account.

**OR**

\*For the SERB Overseas Postdoctoral Research Fellow with Institutional affiliation in India, the fund disbursement process will be as follows:

- 1) 1<sup>st</sup> tranche: 90% monthly stipend of the approved number of months along with 50% of Overseas Medical Insurance and 100% personal contingent grant. The funds disbursement in above will be remitted to the SERB Overseas Postdoctoral Research Fellow Parent Affiliated Institution in India.

Further, for both the above mentioned fund disbursement process, Conference grant for the SERB Overseas Postdoctoral Research Fellow will be released up to a maximum amount of Rs. 74,000.00 only. (The fellow should seek a formal approval prior from SERB for attending the conference. The conference grant amount will be released after receiving the supporting documents/ receipts and with its details of participation of the conference during the final settlement of Fellowship grants.)

*\* This is a temporary arrangement for disbursal of fellowship. The same will be continued till further orders.*

(viii) Any difference in exchange rate will only be reimbursed by SERB after completion of the Fellowship visit and on submission of UC/SE supported by foreign exchange conversion receipts. There will be a maximum restriction on the maximum number of Foreign Exchange conversions during the entire duration of the fellowship detailed as follows:

- (a) For a fellowship duration up to 3 months- two conversion.
- (b) For a fellowship duration up to 6 months- three conversions.
- (c) For a fellowship duration beyond 6 months- four conversions

Any additional differentials in Foreign Exchange conversions have to be borne by the fellow only. Accordingly, the concerned financial authority at the Parent Affiliated Institution should confirm to the above. The SERB Overseas Postdoctoral Research Fellow without any affiliation should also adhere to the above.

(ix) SERB will have no liability towards events concerning rules governing payment of salary, leave, medical, gratuity, GPF and pension etc. in the Affiliated Parent Organization/ Institution/ University of the SERB Overseas Postdoctoral Research Fellow.

(x) Visa arrangements are to be made by the Fellow directly. The fellow has to apply for the VISA.

(xi) After the award of fellowship the Fellow should not deviate from:

- a) Approved area of research
- b) Identified host and host institute in the overseas country.

(xii) The Fellow will abide by the conduct, Rules & Regulations of the Overseas Host Institute and Country. SERB will not be responsible for any contravention of any Overseas Rules & Regulations by the Fellow.

(xiii) Within 8 weeks of completion of the fellowship, the Fellow must submit a detailed report to SERB along with the necessary documents (Utilization certificate/ Settlement of Expenditure), etc. towards the settlement of award grant in the prescribed formats.

(xiv) The fellow is bound to utilize the complete duration of the approved fellowship. No deviations would be permissible. In case the fellow stays beyond the approved fellowship period, there will be no financial commitments/liabilities of SERB. However in case of an emergency or any exigencies, SERB may consider the request of the fellow to cut short the duration of the fellowship.

If the fellow is cutting short of his/her approved fellowship duration, the fellowship stipend amount will be settled only for the actual duration of stay in overseas country on a pro-rata basis.

**The SERB Overseas Postdoctoral Research Fellow / the Affiliated Grantee Institution (as applicable) may please note the following towards strict compliance:**

(i) Due recognition of Science & Engineering Research Board (SERB) has to be made in all scientific publications, presentations etc. by the SERB Overseas Postdoctoral Research Fellow.

(ii) SERB Overseas Postdoctoral Research Fellow / Grantee Institution must submit a Utilization certificate and Statement of Expenditure (UC/SE) for the grants received from SERB on completion of fellowship period in the prescribed formats.

(iii) All the relevant documents/ reports in the prescribed formats must be submitted by the SERB Overseas Postdoctoral Research Fellow / Grantee Institution to SERB.

(iv) SERB Overseas Postdoctoral Research Fellow must submit **original flight boarding passes (onward and return) and a Certificate of Participation**

(v) The accounts of the Grantee Institution shall be open to inspection by the sanctioning authority/ audit, whenever the institution is called upon to do so.

(vi) Any unspent amount of grants will have to be refunded to **“Fund for Science and Engineering Research”** by a cheque/demand draft payable at par in New Delhi.

### **Disclaimer**

1. All grant-in-aid Awards are subject to availability of funds.
2. No damages, direct or indirect, caused due to any eventualities during work, stay and travel, such as an accident, injury or illness shall be attributed to SERB during the course of implementation of the Fellowship Award or any period preceding/ succeeding the Award.
3. SERB reserves the right to amend its policies and priorities anytime, depending on circumstances, and such decisions shall be binding for all Fellowship Awards.

### **Formats related to the Fellowship Award**

The SERB Overseas Postdoctoral Research Fellow will be required to submit the following documents (as per format given) to SERB to avail fellowship.

These documents must be forwarded before commencement of the Fellowship.

1. SERB Bond (To be executed by the selected candidate, as in **Format 1**)

These documents must be forwarded within two months of completion of Fellowship.

1. Certificate of Participation (To be submitted, as in **Format 2**)
2. A detailed **report on the research work undertaken by the SERB Overseas Postdoctoral Research Fellow** in overseas host country including papers communicated/published during the Fellowship period/ duration (To be submitted in duplicate, as in **Format 3**)
3. **Report by the Overseas Host:** A report evaluating the performance of the SERB Overseas Postdoctoral Research Fellow and highlighting the achievements should be forwarded to SERB on completion of the Fellowship (To be submitted in original, as in **Format 4**)
4. **Claim sheet** along with supporting documents (To be submitted as in **Format 5**)
5. Utilization Certificate and Statement of Expenditure, for the Fellows with Institutional affiliation in India (To be submitted in duplicate by the Parent Affiliated Institution, as in **Format 6**)

OR

Utilization Certificate and Statement of Expenditure, for the Fellows with no Institutional affiliation in India (To be submitted in duplicate by the SERB Overseas Postdoctoral Research Fellow, as in **Format 7**)

SPECIMEN OF BOND FOR STUDENTS SEEKING SUPPORT  
FORM SERB

(HAVING GOT ADMISSION AT LEADING UNIVERSITIES FOR  
POSTDOCTORAL RESEARCH IN AREAS OF INTEREST TO SERB)

(N.B. The bond agreement should be affirmed by the obligor in the presence of and under attestation of the Oath Commissioner/ Public Notary attached to the Court.)

I, \_\_\_\_\_ Son/Daughter/Wife of \_\_\_\_\_  
R/O \_\_\_\_\_ do hereby execute this Bond and bound myself to the Secretary, Science and Engineering Research Board, established by an Act of Parliament, Act 2008 and an autonomous body under the Department of Science and Technology, 5 & 5 A, Lower Ground Floor, Vasant Square Mall, Vasant Kunj, New Delhi-110070 for the sum as may be sanctioned to me as Grant with interest thereon at the prevailing rate of interest of an educational loan granted by a nationalized bank, per annum and truly to be paid to the Secretary, SERB on demand without a demur for which payment, I firmly bind myself and successors/heirs for pursuing postdoctoral research in the notified institutions/University.

Whereas on my selection, the SERB as per their Sanction Order No. \_\_\_\_\_ dated \_\_\_\_\_ hereinafter referred to as the letter of sanction, which forms integral part of these presents and a copy whereof is annexed-'A' agreed to make in my favour a grant of US\$ 3000 per month = .....X RBI Foreign Exchange Rate of US\$ prevailing on the day of the financial transaction + To & fro journey fare + One-time preparatory allowance / contingency of Rs. 60,000/- + Overseas Medical Insurance of Rs. 20,000/- + Conference Allowance, if applicable of Rs. 74,000/- for the purpose of pursuing Postdoctoral research for a period of \_\_\_\_\_ months in the notified Institutions/Universities. I hereby admit and acknowledge the condition of the SERB, executing a bond in the terms and manner contained herein after according to which SERB has agreed to extend the financial support.

Now the condition of the above written obligation is such that if I duly fulfil and comply with all the terms & conditions mentioned in the Annexure I of Bond when the above written bond or obligation shall be void and of an effects out otherwise it shall remain in the full force, effect and virtue.

- a) The decision of the Secretary, SERB with the matter on the question whether there has been breach or violation on my part of any of the terms and conditions mentioned in the letter of sanction shall be final and binding on me.
- b) I shall in the event of breach of violation of any of terms and conditions as mentioned above in para and as mentioned in the letter of sanction refund to the SERB on demand and without demur the entire amount in one lump sum i.e. [(US\$ 3000 X No. of months for which fellowship has been availed) + To & fro journey fare + One-time preparatory allowance / contingency of Rs. 60,000/- + Overseas Medical Insurance of Rs. 20,000/- + Conference Allowance, if applicable of Rs. 74,000/-] @ RBI Foreign Exchange Rate prevalent on the date of transaction along with the interest thereon at the prevailing rate of interest per annum on educational loan granted by a nationalized bank, from the date of receipt of said amount by me or my successors/heirs and up to date of refund thereof to the SERB.
- c) I shall also acknowledge the financial support awarded to me by SERB in my reports and papers published therefrom.

In witness thereof these presents have been executed by me this \_\_\_\_\_ day of \_\_\_\_\_, 2017 and executed for and on behalf of the Secretary, SERB by his authorised signatory, Shri/Smt/Kum \_\_\_\_\_

Beneficiary's Signature

Name in Block letters

In the presence of Witness:

(1) Name & address in full

Signature



(2) Name & address in full

Signature

**Bond accepted for and on behalf of**

Secretary SERB

Name & address of the Bond Accepting Authority

## Annexure I

### Terms & Conditions for Financial Support :

(i) **Selection:**

The Student will have to take admission on merits, on his own, in one of the Universities/Educational Institution abroad which is accredited by an authorised body of that country for pursuing postdoctoral research. SERB will not extend any kind of assistance in this regard.

(ii) **Fellowship includes:**

The individual availing this fellowship would be called as SERB- Overseas Postdoctoral Fellow. The Fellow will be entitled to the following benefits:

- Fellowship stipend amount of US \$3000.00 per month
- Personal contingency/ preparatory allowances of Rs. 60,000.00 to cover expenses for obtaining Visa and airport transfers etc.
- Overseas Medical Insurance of Rs. 20,000
- Conference grants (if applicable) of Rs. 74,000
- Return Air-fare by economy class and shortest route preferably in National Carrier (Air India) from your place of work in India to the place of the Overseas host institute and back

(iii) **Extension of stay beyond prescribed period:**

The extension of stay beyond prescribed period may be considered with financial assistance, if and only, if recommendation of the competent concerned authority in the educational institution/ university abroad is received, certifying that such an overstay for a specified period, is absolutely essential for facilitating the candidate to complete the work being pursued. The final decision in this regard will, however, rest with the Secretary SERB.

(iv) **Local Travel:**

3 Tier AC railway fare from the port of disembarkation to the place of study and back. In case of far flung places not connected by rail, bus fare(s) from the place of residence to the nearest railway

station, actual charge of crossing by ferry, air fare to the nearest rail-cum-air Station and/or second class railway fare by the shortest route to the port of embarkation and back will be permissible.

(v) **Execution of a Bond:**

The selected candidate is required to execute a bond on a non-judicial stamp paper of Rs.100/- before a notary-public/Oath of Commissioner as per specimen bond of SERB.

(vi) **Financial Assistance for family:**

No financial assistance of any kind as well as any other support coverage will be provided for their spouse and children.

(vii) **No financial support for travel in exigency at home:**

In case of exigency at home where the selected candidate is required to return to India for some time to attend to it, the candidate is permitted to return to India for the specific purpose, after having informed the educational institution where one is pursuing studies about it. The candidate will, however, be required to bear to and fro journey expenses for the visit and shall also not be entitled to any financial support. The candidate after having dealt with the situation at home, is required to return to the place of his/her educational institution, as early as possible; failing which, he/she shall be liable to be declared a defaulter and the recovery proceeding may be initiated against him/her.

**Miscellaneous:**

- (i) The candidates are required to return to India after completion of their postdoctoral research. However, permission for staying for maximum of two years after completion of the postdoctoral work may be considered, for the reasons to be recorded in writing without any financial support of any kind whatsoever from SERB. The decision would rest with the Secretary SERB. The return fare from academic institution to India in these cases will not be paid by SERB/Educational Institution to the candidate. The candidate will be required to submit an Annual Report to SERB through the University authorities. Any change in the institution/place of work in the overseas country must also be immediately intimated with prior approvals from SERB.
- (ii) The candidate after completion of the postdoctoral work is expected to return to India. He will also be required to immediately intimate to SERB in writing about having returned to India and his new place of work in India.

- (iii)The candidate on return to India has to remain in India for at least two years to serve the nation.
- (iv)The decision of SERB, Government of India will be final in all the issues, as may come up during the course of time.
- (v) In case a candidate pursuing studies abroad violates any of the terms and conditions of the bonds executed by him/her and that the educational institution/ university intimates the SERB, about his/her adverse reports on studies and/or conduct and/or that the candidate leaves for any other country or absconds or joins any other university or course/programme or/and returns to India in case of exigency without intimating the concerned university authorities, he/she will be declared defaulter and will become liable for refund of entire amount spent on him/her along with the interest thereon at the prevailing rate of interest of an educational loan granted by a nationalized bank in India, per annum from the date of receipt of said amount up to the date of refund thereof to the SERB.
- (vi)Any litigation on matters arising out of the Scheme in India will be subject to sole jurisdiction of the courts situated in Union Territory of Delhi. Any litigation arising abroad on account of candidate's personal conduct and university obligations to be fulfilled will be the sole responsibility of the candidate himself. SERB will not provide any legal and financial assistance in this regard.

**CERTIFICATE OF TRAVEL / PARTICIPATION**

To,  
Science and Engineering Research Board  
5 & 5A, Lower Ground Floor,  
Vasant Square Mall, Plot No. A,  
Community Centre, Sector-5, Pocket-5  
Vasant Kunj, New Delhi-110070

This is to certify that I Dr. \_\_\_ (Name of SERB Overseas Postdoctoral Research Fellow) \_\_\_ have received an Award for the SERB Overseas Postdoctoral Fellowship 2016-17 for a period of \_\_\_ (Number of months) \_\_. I will be pursuing the fellowship at \_\_\_ (Name of the institute/university) \_\_\_ hosted by \_\_\_ (Name of the overseas host) \_\_\_ from \_\_\_ (Dates/duration) \_\_\_\_\_ to \_\_\_\_\_.

I also certify that I have undertaken my travel by Air India. I am also herewith attaching the copy of my boarding passes for the onward sector travel. The return travel boarding passes will be forwarded after completion of return travel to India.

SIGNATURE :

NAME :

AFFILIATION :

DATE :

**Detailed Report on the Research Work Undertaken  
(To be filled by the SERB Overseas Postdoctoral Research Fellow and submitted in duplicate)**

1. Name and designation of SERB Overseas Postdoctoral Research Fellow:
2. Institutional Address:
3. Contact No. & Email id:
4. Broad Area of research :
5. Name and address of overseas host:
6. Duration of Fellowship:            months  
Starting date: DD/MM/YY  
Completion date: DD/MM/YY
7. Details of research work undertaken during the fellowship  
(not more than 1000 words):
8. Details of techniques learnt, if any/specific expertise acquired  
(Please provide sufficient details in at least 500 words):
9. Proposed utilization/relevance of the experience in India  
(Please provide details in about 500 words):
10. State how the Fellowship has enabled to foster bilateral S&T relationship  
with the overseas host and any follow ups envisaged:
11. Please enclose photocopies of the joint papers published/submitted for publication
12. Detailed summary highlighting the purpose for attending the conference/ visit to  
other Scientific Institutions in host country undertaken during your Fellowship  
period:

(Date & Place)

Signature:

Name & Address of SERB Overseas Postdoctoral Research Fellow

**Report by the Overseas Host**

**(To be directly submitted by the overseas host to SERB)**

1. Name of the SERB Overseas Postdoctoral Research Fellow:
2. Name, affiliation and address of the overseas host:
3. Broad area of research of the Fellow:
4. Duration of Fellowship:            months  
Starting date: DD/MM/YY  
Completion date: DD/MM/YY
5. Brief highlights of research work carried out and papers published:
6. Value addition accrued to your research group from the Fellowship:
7. Your assessment of the SERB Overseas Postdoctoral Research Fellow:  
(Please underline the appropriate answer)  
  
Outstanding            Good            Average            Below Average
8. How do you think the Fellowship has helped to develop bilateral R&D relationship and future linkages:
9. Additional comments:
10. Certified that Dr....., SERB Overseas Postdoctoral Research Fellow, worked at the.....(host institute) during the period mentioned above.

(Date & Place)

Signature  
Name & Address of overseas host





## Annexure I

### **Details of expenditure incurred for attending conference/visit to other scientific institute in Overseas Country.**

1. Name of the Conference attended/ Name of the institute visited:
2. Purpose of the visit:
3. Title of paper presented:
4. Duration of visit:
5. Mode of journey/ticket details:
6. Expenditure incurred:

(Self-attested photocopies of vouchers/receipts for accommodation, registration fee and air/train tickets for the journey must be enclosed)

i. Registration Fee	=	\$
ii. Air ticket/ Train ticket	=	\$
iii. Accommodation	=	\$
iv. Local conveyance	=	\$
<b>Total expenditure in US dollars/ rupees</b>	=	<b>\$/ Rs.</b>

Certified that the information given above is true to the best of my knowledge and belief. Certified that no claim has been made from any other organization for the above tour undertaken under the SERB Overseas Postdoctoral Fellowship.

(Date & Place)

Signature:  
Name & Address of SERB Overseas Postdoctoral Research Fellow

**Annexure II**

**Details of expenditure incurred under the head “Personal Contingent Grant” for Visa fees, airport transfers, & bank commission etc.**

1. VISA Fees:
2. Airport Transfers in India
3. Airport Transfers in Overseas Country
4. Bank Commission (if any):

(Self attested photocopies of vouchers/receipts for the above must be enclosed)

**Total expenditure in Indian rupees** = **Rs. \_\_\_\_\_**

Certified that the information given above is true to the best of my knowledge and belief.  
Certified that no claim has been made from any other organization for the above tour undertaken under the SERB Overseas Postdoctoral Fellowship.

(Date & Place)

Signature:

Name & Address of SERB Overseas Postdoctoral Research Fellow

**Grant Utilization Certificate: Part 1**  
**(If in case the candidate has Indian Institutional Affiliation; this format is to be submitted in duplicate by the Parent Institution)**

1. Title of the program : SERB Overseas Postdoctoral Fellowship
  
2. Name & designation of fellow :
  
3. Name of the Parent Affiliated Institution :
  
4. SERB sanction Letter no. and date :
  
5. Relieving date from the Parent Affiliated Institution for availing SERB Overseas Postdoctoral Fellowship :
  
6. Date of joining the Parent Affiliated Institution after availing SERB Overseas Postdoctoral Fellowship :
  
7. Total Grant Received from SERB :
  
8. Total expenditure incurred on SERB Overseas Postdoctoral Research Fellow (State as per Heads of Accounts)
  
9. Unspent balance (if available) being returned to SERB :
  
10. Excess Expenditure (if any) to be received from SERB :

Certified that SERB Overseas Postdoctoral Research Fellow has been paid grant as sanctioned by SERB for availing SERB Overseas Postdoctoral Fellowship and as per guidelines of the SERB.

Signature  
SERB Overseas Postdoctoral  
Research Fellow

Signature  
Registrar/Accounts officer

Signature  
Head of the institute

## **Grant Utilization Certificate: Part: 2**

Certified that Grant of Rs. .... (Rs. ....only) sanctioned by the Science and Engineering Research Board, New Delhi vide their sanction letter No.....dated..... and there is a balance amount available of Rs..... (Rs.....only) or excess expenditure of Rs.....(Rs. ....Only) against the said grant incurred in connection with the SERB Overseas Postdoctoral Fellowship awarded to .....(Name of the SERB Overseas Postdoctoral Research Fellow, Name of the Parent Affiliated Institution). The balance amount of Rs. .... is refunded to Science and Engineering Research Board, New Delhi vide a cheque /DD No. ....dated..... or an excess expenditure of Rs. .... have to be reimbursed by the Science and Engineering Research Board, New Delhi

Certified that we have satisfied ourselves that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that we have exercised necessary checks to see that the Grant was actually utilized for the purpose for which it was sanctioned.

Signature  
SERB Overseas Postdoctoral  
Research Fellow

Signature  
Registrar/Accounts officer

Signature  
Head of the Institute

### Statement of Expenditure

With reference to the SERB Overseas Postdoctoral Fellowship awarded to .....  
(Name of the SERB Overseas Postdoctoral Research Fellow, Name of the Parent Affiliated Institution)

SERB sanction letter No:

S No.	Budget Head	Amount Sanctioned	Amount received	Actual Expenditure	Balance (amount to be received / to be refunded)
1.	Fellowship Grant				
2.	Conference Allowance				
3.	Overseas Medical Insurance Allowance				
4.	Personal Contingent Grant				
	Total				

Total Grant Received from SERB :

Total expenditure incurred on SERB Overseas Postdoctoral Research Fellow :

Unspent balance (if available) being returned to SERB :

Excess Expenditure (if any) to be received from SERB:

Signature  
SERB Overseas Postdoctoral  
Research Fellow

Signature  
Registrar/Accounts officer

Signature  
Head of the Institute

**Grant Utilization Certificate: Part 1**  
**(If in case the candidate has no Indian Institutional Affiliation/ Unemployed; this format is to be submitted in duplicate by SERB Overseas Postdoctoral Research Fellow)**

1. Title of the Program : SERB Overseas Postdoctoral Fellowship
  
2. Name & designation of the Fellow :
  
3. SERB sanction letter no. and date :
  
4. Total Grant Received from SERB :
  
5. Total expenditure incurred on SERB Overseas Postdoctoral Research Fellow (State as per Heads of Accounts) :
  
6. Unspent balance (if available) being returned to SERB :
  
7. Excess Expenditure (if any) to be received from SERB:

Certified that the grants as sanctioned by SERB for availing SERB Overseas Postdoctoral Fellowship have been utilized as per guidelines of the SERB.

Signature  
SERB Overseas Postdoctoral Research Fellow

## Grant Utilization Certificate: Part: 2

Certified that Grant of Rs..... (Rs. ....only) sanctioned by the Science and Engineering Research Board, New Delhi vide their sanction letter No .....dated..... and there is a balance amount available of Rs..... (Rs.....only) or excess expenditure of Rs.....(Rs. ....Only) against the said grant incurred in connection with the SERB Overseas Postdoctoral Fellowship awarded to .....(Name of the SERB Overseas Postdoctoral Research Fellow). The balance amount of Rs. .... is refunded to Science and Engineering Research Board, New Delhi vide a cheque /DD No. ....dated..... or an excess expenditure of Rs. .... have to be reimbursed by the Science and Engineering Research Board, New Delhi.

Certified that I have satisfied that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised necessary checks to see that the Grant was actually utilized for the purpose for which it was sanctioned.

Signature  
SERB Overseas Postdoctoral Research Fellow

### Statement of Expenditure

With reference to the SERB Overseas Postdoctoral Fellowship awarded to .....  
(Name of the SERB Overseas Postdoctoral Research Fellow)

SERB Sanction letter No:

S No.	Budget Head	Amount Sanctioned	Amount received	Actual Expenditure	Balance (amount to be received / to be refunded)
1.	Fellowship Grant				
2.	Conference Allowance				
3.	Overseas Medical Insurance Allowance				
4.	Personal Contingent Grant				
	Total				

Total Grant Received from SERB :

Total expenditure incurred on SERB Overseas Postdoctoral Research Fellow :

Unspent balance (if available) being returned to SERB :

Excess Expenditure (if any) to be received from SERB :

Signature  
SERB Overseas Postdoctoral Research Fellow