Phone:- 0471-2300750
Email: kufintvm@gmail.com
www.kufinance.info

UNIVERSITY OF KERALA

Thiruvananthapuram, Kerala, India – 695 034

(Established as University of Travancore by the Travancore University Act in 1937 and reconstituted as University of Kerala by the Kerala University Act of 1957 and presently governed by the Kerala University Act of 1974 passed by the Kerala State Legislative Assembly)

(Re-accredited by NAAC with 'A++' Grade)

FOS/2026-27 Thiruvananthapuram, 06/10/2026

CIRCULAR

Sub:- Directions for the timely disbursement of ICCR fund in respect of ICCR Scholars/Students of University of Kerala.

Ref :- 1. U.O No.AdAV.CGA.(a)/2024 dated 23/03/2024
2. CGA/3521/2024/UOK Dated 24/04/2024

The Finance Officer is entrusted with the immediate release of tuition fee and other compulsory fee of ICCR scholars /students received in the account of the Finance Officer, to the Head of the departments/ Principal based on the rules and regulations, under reference 1 & 2 above.

To ensure a smooth and timely disbursement of funds, the Departments/Institutions concerned shall forward a request to the Finance Officer certifying that the student belongs to the Department, along with the following documents duly attested by the Head of Department/Principal:-

1. Covering letter from the respective Head of the Department/Principal with proper recommendation.
2. Data sheet and a copy of the bank passbook of the Personal Deposit (PD) Account.
3. Pre- Receipt with certification that the amount has not been claimed earlier.
4. Complete statement of fee claimed in r/o each student/scholar to ICCR for release of fund and amount to be credited to the PD account from the funds received from ICCR, certified by the Head of Department (HOD)/Principal.
5. Transaction details along with the official communication received from ICCR.
6. Joining report of the Scholar/ Certificate showing the year of admission to UG/PG classes.

Requests for fund release in respect of Ph.D. scholars may be forwarded separately (without clubbing with UG/PG students) for expedited release of funds.

On receipt of funds:-

1. HOD of the Departments concerned shall take necessary steps to prepare the Utilization Certificate for onward transmission to ICCR, if required.

2. A Certificate for the fund utilized /remitted to KUF in respect of the amounts received in the Personal Deposit (PD) account of the Department, duly signed by the Head of Department (HOD), shall be submitted to the Finance Officer for future reference.

FINANCE OFFICER (i/c)

To All head of University Teaching Departments/Centres/CSS

Copy to:-

1. PS to Vice-Chancellor
2. PA to Registrar,/CE/FO/DPD
3. The Director , CGA
4. The Director, Research
5. Vice-Chairman, CSS
6. Joint Registrar, Administration/Academic
7. Joint Registrar, Campus Administration Karyavattom
8. Deputy Registrars, Academics /Administration
9. Deputy Registrar Audit/Accounts
10. Assistant Registrar Cash/ Assistant Registrar Accounts &OAD
11. Cash II/ Accounts I/Accounts II/OAD I - sections
12. CGA section/Principals of Affiliated colleges through CGA section.
13. All Academic/Admn/Exam Sections
14. PRO/RO/Enquiry
15. Stoke File/File copy