**Ref. HRDC-CU/ RP-AF/ 2021-22/ 03**  **21 September 2021**

**Notice: Read Very Carefully**

[Online Application, Payment of Registration Fee and Submission of Application Form for Participation]

1. Please read this notice along with other notices published earlier/to be published later. It may be noted that all courses will be conducted online (if not stated otherwise).
2. Application for more than one programme/ course is permissible, as desired by an applicant, and no fee is charged for the purpose. Separate application has to be submitted for a specific programme.
3. Only one application is enough for all FIPs. (i.e. FIP 5 to 8). Selection of participants, in all programmes, will be made on the basis of date of promotion under CAS, taking care of date of award of M Tech/ M Phil, PhD, etc.
4. The **selected participants** of an academic programme organised by UGC-HRDC, University of Calcutta have to pay Rs. 1000/- (One thousand) each for joining in a course/ programme towards Registration Fee, to be paid in favour of ‘**University of Calcutta−A/C Academic Staff College**’ either through Bank Transfer or Bank Draft, as per the following details.

**For Bank Transfer**: A/C Name: **University of Calcutta−A/C Academic Staff College**, A/C No.: **0151101015244**, IFSC: **CNRB0000151** (eleven digit), **Canara Bank**, College Street (Kolkata) Branch. Address: 6A, Shambhu Chatterjee Street, College Street, Kolkata- 700007.

**For Bank Draft**: Pay in favour of ‘**University of Calcutta−A/C Academic Staff College’.** The draft has to be submitted by hand only, during (12:00 noon to 03:30 pm) on the working days. No postal remittance will be accepted. Please write your name, mobile no., email id, and name of the programme for which selected. Payment by cheque is not allowed. Covid-19 protocols have to be maintained during by hand submission.

1. Payment of registration fee (non-refundable) is mandatory for confirmation of participation and to obtain the completion certificate, subject to other terms and conditions as per UGC guidelines.
2. For online bank transfer of registration fee, a participant must email the transaction id along with the filled in Application Form (as received through her/ his email), duly forwarded by the competent appointing authority of the candidate. The email for the purpose is: [**officecuhrdc@gmail.com**](mailto:officecuhrdc@gmail.com) (please don’t send to any other email).
3. In the subject line of the email please follow the sequence as given here (without space after/before underscore): **Course Id\_Name of Participant\_2021-22\_Application No.\_AF** (e.g. F**IP05\_Lakshminarayan Satpati\_2021-22\_000000\_AF**). Use the same style for naming the attached files (i.e. Application Form and Receipt of Bank Transfer). Use **AF** for Application Form and **RBT** for Receipt of Bank Transfer.



Director, UGC-HRDC

University of Calcutta