

HIMACHAL PRADESH UNIVERSITY
'GENERAL ADMINISTRATION SECTION'

No. 3-3/81-HPU(Genl.)

Dated: Shimla-5, the

NOTIFICATION

14 AUG 2026

On the recommendations of the Finance Committee vide item No. 10(14) of its meeting held on 10-12-2025 duly approved by the Executive Council vide item No. 18 of its meeting held on 28-03-2026, the Vice-Chancellor is further pleased to approve the Standard Operating Procedure (SOP)/ guidelines formulated by the Wardens' Committee (Boys' and Girls' Hostels) in its meeting held on 01-08-2026, regarding the revision of hostels fee charges for Ph.D. Fellowship Holders (All types) excluding HPU JRF/SRF, in both Boys' and Girls' Hostels, for its implementation in the University from the Academic Session 2026-27 as per **Annexure**.


REGISTRAR

Dated: **14 AUG 2026**

Endst: No even

Copy to:-

1. The Dean of Studies/Dean Students' Welfare/Dean, CDC/Dean Planning & Teachers' Matters, HPU, Shimla-5.
2. The Chief Warden, HPU, Shimla-5 for information and further necessary action
3. The Director ICDEOL/Phy. Edu & YP/ AERC/ UIT/ UCBS/ UILS/ PECC/ DIS/Regional Centre Dharamshala, Distt. Kangra HP.
4. The Controller of Examination/ACOE/Finance Officer/ Jt.Controller (SAD)/ I.A.O., HPU.
5. The Principal, Department of Evening Studies, The Mall, Shimla
6. The Deputy/Assistant Registrar(Estt.)/(Rectt.)/(Acad.)/Finance/Pension, HPU, Shimla.
7. The Web Administrator, HPU, Shimla-5 to upload the above notification on the University Website.
8. The Spl. PS to Vice-Chancellor/PS to Registrar, HPU, Shimla-5
9. Guard file.


REGISTRAR

‘Annexure’

1. All Ph.D. research scholars seeking hostel accommodation shall be required to submit an undertaking, duly forwarded by the Chairperson of the concerned Department, certifying that they are pursuing research on a full-time basis, are not engaged in any employment, trade, profession, service or part-time business and genuinely require hostel accommodation for the purpose of carrying out their research work.
2. All Ph.D. fellowship holders (JRF, SRF, NFSC, NFOBC, MANF, ICSSR, ICMR, CSIR, UGC, ICMR, DBT, INSPIRE and other fellowship), except HPU JRF/SRF fellowship holders, who are receiving House Rent Allowance (HRA)/ House Rent/ Room Rent/ Hostel Rent/ Hostel Fee as part of their fellowship shall be liable to pay Hostel Room Rent/ Hostel Rent/ Hostel Fee equivalent to the HRA/ House Rent/ Room Rent/ Hostel Rent/ Hostel Fee admissible to them.
In addition to the Hostel Room Rent/Hostel Rent/ Hostel Fee, Ph.D. fellowship holders, except Persons with Disabilities (PwD) scholars, shall be required to pay all other hostel charges as prescribed under the approved hostel fee structure, annually at the time of admission and continuation in the University hostels.
3. Every fellowship holder seeking hostel accommodation shall have to submit the following documents at the time of admission and continuation of their hostel stay :
 - (i) A copy of the fellowship award letter.
 - (ii) A certificate from the concerned funding agency/Department indicating whether HRA/House Rent is admissible.
 - (iii) A self-declaration regarding receipt/non-receipt of HRA. (Performa enclosed)
 - (iv) In case a Ph.D. scholar is awarded a fellowship during the course of their research while residing in the hostel, they shall immediately inform the Chief Warden and submit the documents mentioned as above.
4. All Ph.D. fellowship holders shall be allotted ‘sharing accommodation’ in the University Hostels.
(The necessary certificate, in this regard, If required by the concerned Department/ Funding Agency, shall be issued by the Warden of the respective Hostel.)
5. Research scholars receiving a fellowship and paying Hostel Room Rent/ Hostel Rent/

Hostel Fee equivalent to the House Rent Allowance (HRA)/ House Rent/ Room Rent/ Hostel Rent/ Hostel Fee admissible to them shall be permitted to deposit the House Rent/ Room Rent/ Hostel Rent/ Hostel Fee in advance on a monthly basis through the prescribed online mode, at the rate of Rs. 3,700 per month for the initial two years and Rs. 4,200 per month for the remaining tenure of their fellowship and as will be applicable from time to time.

6. Research scholars shall be exempted from paying any fine in case of delay in the receipt of their fellowship.
7. Ph.D. fellowship holders receiving House Rent Allowance/ Hostel Room Rent/ Hostel Rent/ Hostel Fee as reimbursement shall be required to pay Hostel Room Rent/ Hostel Rent/ Hostel Fee equivalent to the full amount of HRA/ Hostel Room Rent/ Hostel Rent/ Hostel Fee admissible to them through the University's prescribed online payment portal.

After depositing the Hostel Room Rent/ Hostel Rent/ Hostel Fee, the scholars shall have to submit a copy of the fee payment receipt to the Office of the Chief Warden, along with a 'self-declaration' stating that:

I have received House Rent Allowance (HRA)/ Hostel Room Rent/ Hostel Rent/ Hostel Fee amounting to Rs. ____/- for the period from ____ to _____' under _____ fellowship.

The self-declaration shall be duly verified and countersigned by the Supervisor and the Chairperson of the concerned Department/Centre.

(Note: It is also clarified herein that the fellowship reimbursement process is to be carried out individually by the scholars through their respective departments.)

8. Ph.D. fellowship holders belonging to the SC/ST, Persons with Disabilities (PwD) categories who are receiving a fellowship from the UGC or any other funding agency and entitled to or claiming House Rent Allowance (HRA)/ Hostel Room Rent/ Hostel Rent/ Hostel Fee shall be liable to pay Hostel Room Rent/ Hostel Rent/ Hostel Fee equivalent to the HRA/ Hostel Room Rent/ Hostel Rent/ Hostel Fee admissible to them.

However, Ph.D. scholars belonging to the SC/ST categories who are pursuing research without any fellowship or funding assistance shall be exempted from the payment of Hostel Room Rent/Hostel Rent. They shall, however, be required to pay all other applicable hostel charges as prescribed under the approved hostel fee structure.

Ph. D. Scholars who are promoted from Junior Research Fellowship (JRF) to Senior Research Fellowship (SRF) shall pay Hostel Room Rent/Hostel Rent/ Hostel Fee equivalent to the revised House Rent Allowance (HRA)/ Hostel Room Rent/Hostel Rent/ Hostel Fee admissible to them, in accordance with the applicable University rules.

10. If a fellowship holder is not receiving HRA/ Hostel Room Rent/ Hostel Rent/ Hostel Fee, he/she shall pay the hostel charges as applicable to other resident students under the approved hostel fee structure.
11. Research Scholars shall have to vacate the hostel rooms within 03 days of submission of their thesis/dissertation. They shall not be entitled to stay in the hostel after the submission of the thesis. However, if a Research Scholar is getting a fellowship, he /she will be allowed to stay in the hostel till the completion of the viva-voce examination. The total period of stay shall not be exceeded more than 05 years from the date of registration.
12. Ph.D. fellowship holders engaged in any trade, profession, service, employment, or registered with the Bar Council of India for pursuing legal practice shall not be eligible for hostel accommodation.
13. In case of concealment or submission of incorrect information regarding HRA entitlement, disciplinary action shall be initiated in accordance with University norms, which may include cancellation of the allotted room/accommodation and recovery of the applicable room rent.
14. The Chief Warden reserves the right to verify the fellowship/HRA status from the concerned Department/Funding Agency at any stage.

**SELF-DECLARATION REGARDING RECEIPT/NON-RECEIPT OF
HOUSE RENT ALLOWANCE (HRA)**

I, Mr./Ms. _____, S/o/D/o _____,
Research Scholar in the Department of _____, Registration No. _____,
residing / applying for accommodation in _____
Hostel, do hereby solemnly declare as under:

1. I am receiving fellowship under
(Name of Fellowship/Funding Agency) _____
2. HRA Status (Tick ✓ one):
☐ I am receiving House Rent Allowance (HRA)/House Rent as part of my fellowship.
☐ I am not receiving House Rent Allowance (HRA)/House Rent as part of my fellowship.
3. I undertake to immediately inform the Office of the Chief Warden in writing, if there is any change in my HRA entitlement/status during my stay in the Hostel.
4. I understand that if I am found to have furnished false or misleading information or concealed any material fact regarding HRA, the University shall be at liberty to recover the applicable hostel charges/room rent with retrospective effect and take disciplinary action, including cancellation of hostel accommodation, as per University rules.

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: _____

Date: _____

Signature of the Applicant

Name: _____

Department: _____

Mobile No.: _____

Email: _____

Verification by the Head of Department / Supervisor

Certified that the above-named Research Scholar is receiving fellowship under _____ and, as per the available records, the declaration regarding HRA status is found to be correct.

Signature of HoD/Supervisor

Name: _____

Department: _____

Date: _____

Office Seal: _____