

Dated: 24.06.2026

Important Information

Nomination of Nodal Officer from Institutions/Universities for DBT Fellowship Disbursement – Common Fellowship Portal

As part of the implementation of Direct Benefit Transfer (DBT) for fellowship disbursement, each institute is required to nominate a Nodal Officer who will serve as the institutional authority for verification and approval on the Common Fellowship Portal (CFP).

The responsibilities of the Nodal Officer will include:

- Registering themselves on the CFP using institutional email credentials.
- Verifying fellows' registration details and Aadhaar/bank linkage.
- Verifying the Principal Investigators (PIs) registration details.
- Approving documents in cases where PI email IDs are not aligned.
- Ensuring institutional compliance with DBT SOPs (To be uploaded soon on the website)

All institutes are requested to nominate one Nodal Officer from the institute and provide their name and affiliation details (Designation, Department, Institute name) along with the complete official address and institutional email ID **as per below format. Upon receipt of nomination of nodal officer**, login credentials will be created on CFP and shared directly with the nominated officer.

Timely nomination will facilitate smooth onboarding of fellows and ensure uninterrupted fellowship disbursement through DBT.

Nomination and queries pertain to JRF Programme may please be send to jrf.dbt@rcb.res.in and for Research Associate Programme to ra.dbt@rcb.res.in.

Institute letterhead

To Whom it may concern

The officer with details mentioned below has been nominated as Nodal Officer for fellowship related activities on Common Fellowship Portal from **(Institute/University name)**

Name of Nodal officer	Designation and affiliation	Contact details (Email id and phone no.)
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Head of Institute/University

(Sign & Stamp)