

### **Steps for Staffs at Schools/ Centers**

1. Download the sample Excel Sheet in the website (<http://jnu.ac.in/content/fellowshipsscholarships>)
2. Enter the consolidated students data in the format provided in the Excel Sheet (On Weekly Basis- On Friday of every week) based on the form received from the students through email from their respective guide/supervisor/course incharge in the jnu email
3. Save the file on the school name and the date name
4. Login to eoffice
5. Click the file management system
6. Create a electronic file
7. Click the create green sheet note and enter the gist summary for scholarship to be disbursed
8. Add the file in the local reference in the eoffice as Excel Sheet.
9. Send the file through proper channel with the desired format to the S & P section of Finance Branch
10. AR / SO S & P will carry out the necessary action by downloading the excel sheet from the local reference.
11. Once the fellowship disbursed, the file may be sent back to the respective School/Center for further process.