Mark Exception Initiate - Arrears
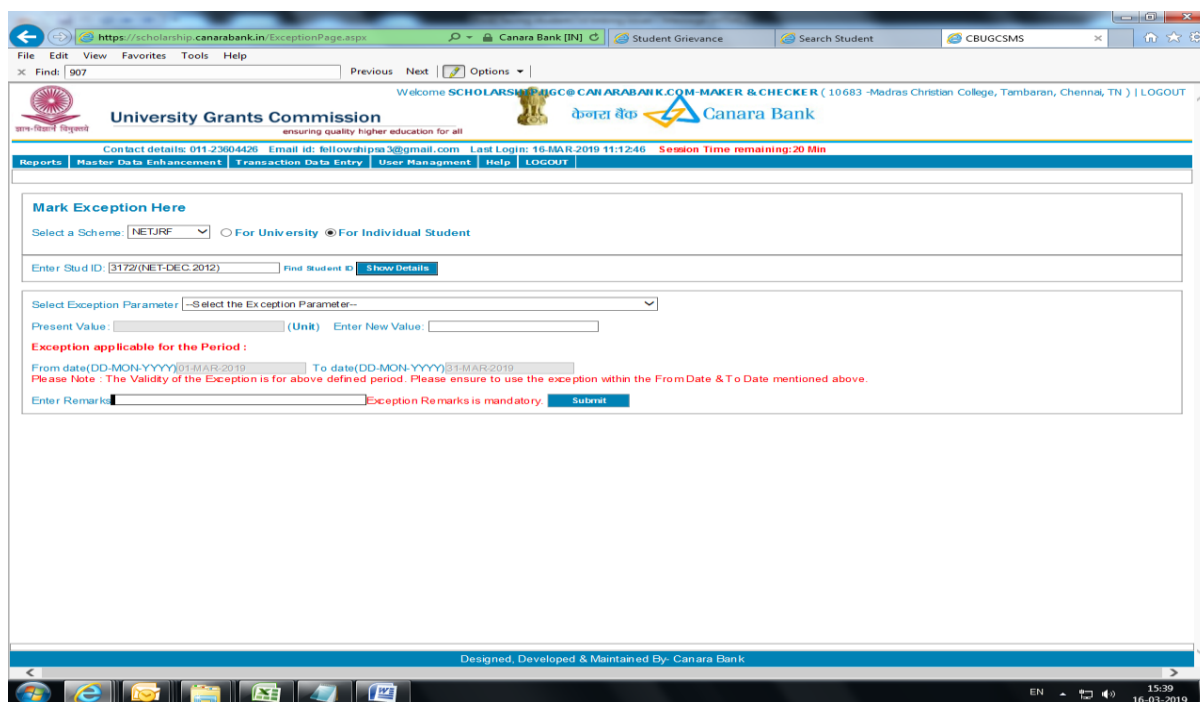
Click on the option Mark Exception Initiate under Master Data Tab

Select the scheme and click on "For individual Student"

Enter Student ID and click on Show details button

Select Exception Parameter as "No. of months allowed prior to current month for arrear marking"

Enter new value i.e. the number of months from which payment is pending to current month

If payment is pending from jul 16 and exception is marked in apr 18 then total no. of months should be counted from jul 16 to apr 18 i.e. 22 months

In the option Enter Remarks Please enter the reason for delay. Then click on submit button

On submission the exception is to be approved by UGC. Once UGC approves the exception, University/Institute User may do monthly payment Confirmation for the pending payment within the time period mentioned in the Exception request.

Status of exception can be verified in reports>> exception reports