

CSIR-Human Resource Development Group
CSIR-Complex, Library Avenue, Pusa, New Delhi- 110 012

No. 1/US/EMR-I/2021

Date: 23.02.2021

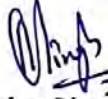
NOTICE

Subject: Fellowship Disbursal Issues-reg.

CSIR-HRDG is concerned about delay in fellowship disbursal to the research scholars on DBT mode. To accelerate the payment of Fellowship/Contingency bill to CSIR research scholars, a step- by- step procedure for initiating/getting monthly fellowship and annual contingency has been notified vide attached notification no. No. 1/US/EMR-I/2021 dated 22.02.2021 for information and compliance by all the stakeholders involved in fellowship disbursal.

The following email addresses shall be used for communication with CSIR-HRDG:

- a) fellowshipbill@csirhrdg.res.in : For sending Fellowship Claim Bill (by 5th of every month).
- b) contingencybill@csirhrdg.res.in : For sending Contingency Bill.
- c) fellowshipdoc@csirhrdg.res.in : For sending documents for the purpose of award letter, extension, change of institute etc.


(Anita Singh)

Under Secretary (EMR-I)

Copy to:

1. The Registrar/Directors of all Univ./National Labs/Inst. Of CSIR
2. PS to DG, CSIR
3. PS to Head CSIR-HRDG
4. Head (IT): with a request to upload on CSIR-HRDG website for wide circulation
5. Office copy

Notification

Subject:- Procedure to be followed by host institutes and fellows for initiating/getting their Monthly fellowship and annual Contingency reg.

A. For issue of Award letter from CSIR-HRDG:

1. The recipient of CSIR NET certificate shall submit their Joining Report (Undertaking Proforma) along with the following documents duly filled, signed and stamped to CSIR-HRDG through their Institute/College/ University' Administration only :-
 - i) Undertaking (Joining Report)
 - ii) Attestation form
 - iii) Declaration
 - iv) Copy of 10th class Certificate (for date of birth)
 - v) Copy of M.Sc. degree
 - vi) Copy of CSIR-JRF NET certificate.
 - vii) Copy of caste certificate, if any.
2. On receipt of above documents CSIR-HRDG will activate fellowship and issue fellowship Award letter.
3. Fellow shall submit/produce the copy of the fellowship award letter to the administrative authority of his/her Institute/University through his/her research Supervisor/Guide.

B. After getting Award Letter, procedure for release of monthly fellowship/stipend:-

1. The fellowship grant money is payable on monthly basis through Direct Benefit Transfer (DBT) mode.
2. Filling of Monthly Attendance of fellows/ Fellowship Claim Bill in the prescribed proforma i.e. Part B.
3. Attestation of Fellowship bills (Proforma: Part B) by authorized functionaries of host Institutes/Colleges/Universities by indicating contact number/email and name & designation of authorized functionaries.
4. Send the Attendance Bill after completion of above steps to CSIR-HRDG by email followed by original bill via post.
5. Bills should reach CSIR-HRDG by 5th of following month of due fellowship month e.g. the fellowship bill for the month of December, 2020 should reach to CSIR-HRDG by 05th January, 2021.
6. CSIR-HRDG will process the fellowship bill and status of bill can be checked from EMR PROFILES at <http://emr.ncl.res.in/>
7. Fellowship is credited in the given bank account of Fellows through DBT mode by CSIR-HRDG authorized banker.

C. Procedure for Release of Contingency claim:-

1. An annual contingent grant of Rs.20,000/- per fellow is provided to the University/Institution. For less than one year, the contingent grant will be admissible on pro-rata basis
2. Contingency Claim Bill shall be submitted in the prescribed proforma i.e. 'Part A' duly signed by the Finance Officer/Registrar/Head of the Institution to CSIR-HRDG through authorized functionaries of host Institutes/Colleges/Universities by email followed by original bill via post.
3. The annual contingency will be paid to the host institute of the research fellow.
4. The Contingency grant is to be claimed during the same financial year.

Contd...

D. Link of aforesaid proforma:-

Undertaking (Joining Report):

https://csirhrdg.res.in/SiteContent/ManagedContent/ContentFiles/20180910140831813Undertaking_Form.pdf

Attestation form

<https://csirhrdg.res.in/SiteContent/ManagedContent/ContentFiles/20180910140936350attestation.pdf>

Declaration

https://csirhrdg.res.in/SiteContent/ManagedContent/ContentFiles/20180910140831813Undertaking_Form.pdf

Proforma A(Contingency claim form)

https://csirhrdg.res.in/SiteContent/ManagedContent/ContentFiles/20190620110632067jrf_an_x_6a.pdf

Proforma B (Stipend claim form)

https://csirhrdg.res.in/SiteContent/ManagedContent/ContentFiles/20190620110740666jrf_an_x_6b.pdf

E. Email addresses for sending fellowship claim etc.:

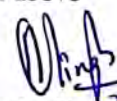
The Fellowship and Contingency claim bills be forwarded in the prescribed proforma to CSIR HRDG, only at the following email followed by original copy of the bills via post:

- d) fellowshipbill@csirhrdg.res.in : For sending Fellowship Claim Bill (Please mention only name of the Institute and Bill Month in the subject).
- e) contingencybill@csirhrdg.res.in : For sending Contingency Bill (Please mention only name of the Institute and contingency year in the subject).
- f) fellowshipdoc@csirhrdg.res.in : For sending documents for the purpose of award letter, extension, change of institute etc (please mention name of Fellow and file no./roll no. in the subject).

F. CSIR-HRDG would like all the beneficiaries/ host institutes to take note of some common reasons for the delay in fellowship payment which needs to be avoided:-

- i) Non receipt of fellowship claim bill by 5th of every month.
- ii) Claim bills do not include all claimants at one go.
- iii) Claim bills not sent every month but sent for multiple months together.
- iv) Claim bills not sent by email but by post only.
- v) A/c No. /IFSC code are not verified in the claim bills.
- vi) Three Member Committee report for upgradation, documentary proof for extension cases, acceptance letter for change of institution/guide, intimation about leave/maternity leave cases are often delayed which unfortunately delays fellowship release.

For speedy disbursement of fellowship to CSIR-Fellows Cooperation and observance of above steps/procedure from all host institutes and fellows is solicited.



(Anita Singh)

Under Secretary (EMR-I)
CSIR-HRDG

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