

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

No. 03/US/EMR-I/2021

Date: 31.05.2021

**Notification**

**Subject: Processing of fellowship bills online in NewFMS – reg.**

CSIR-HRDG, EMR Division is engaged in disbursing the fellowship to CSIR JRF/SRF NET Qualified Fellows enrolled in various Universities/Colleges/Institutes across the country. In order to address the issue of pending fellowship to CSIR Fellows, CSIR-HRDG has launched an initiative to clear all pending bills of CSIR Fellows working in host Institute for the period between August, 2019 upto March, 2021.

Since, the educational Institutes/Universities/Colleges across the country were closed owing to COVID-19 lockdown during 2020 and now also in 2021, neither the host institutes are able even to send their attendance/fellowship bills to CSIR-HRDG nor CSIR HRDG could work with full staff. Further, CSIR- HRDG is essentially closed w.e.f. 19.04.2021 owing to an unprecedented surge in COVID cases that affected the CSIR-HRDG core team and their families. Resultant, the fellowship could not be disbursed in a time bound manner.

1. Thus, it is requested that all **fellowship bills due w.e.f. 30.06.2021 shall be processed online only on NewFMS at <https://newfms.ncl.res.in>**.
2. Further, **in order to clear the legacy/pending fellowship Bills from August,2019 to March, 2021 in a mission mode, it has been decided that NEWFMS online software launched by CSIR-HRDG, is opened for clearing pending fellowship bills in online mode.** In this regard, the following action is requested at your end:
  - i) **As a one-time alternative** measure to clear the pending bills of above duration, the host Institutes(NOT the Fellows) may certify the attendance / fellowship bills in NewFMS at <https://newfms.ncl.res.in> for the months w.e.f August,2019 to March,2021 for which Fellowship has not been paid to CSIR Fellows in NewFMS through their Maker and Checker. A User Manual is uploaded on the NewFMS portal under the New and Announcement section.
  - ii) Maker and Checker of the institute to ensure attendance and that the fellow was on roll of the University/Institute during the fellowship pendency month.
  - iii) Submit Online up-gradation /extension /continuation application as applicable in NewFMS Portal by uploading scanned copy of Assessment Committee recommendations and other requisite documents in NewFMS only for extension of tenure for 3rd/4th/5th year in case pendency/non-clearance of fellowship bills have been on account of absence of tenure extension/up-gradation.

The procedure for Online upgradation/extension/continuation may be referred by Institute Maker and Registered fellows in the documents "Guidelines for Institute maker" and "Guidelines for registered fellows" in News and Announcement section


- iv) Instruction manual on how to certify pending stipend bills is uploaded on "News and Announcement" section. The certification link can be accessed by Maker of the Institute who are registered on the NewFMS portal. Maker of the Institute should go through all the user manuals and FAQ on homepage and Announcement section to get familiarized with process workflows and information of the portal.

**Further, the fellowship bills from the month of June, 2021 onwards will be accepted ONLINE ONLY. No hard copies on e-mails will be accepted.**

In case of any query w.r.t NewFMS the host Institute may contact at [hrdgadmin@csirhrdg.res.in](mailto:hrdgadmin@csirhrdg.res.in). (In the interest of productivity, we request individual fellows not to send emails to this ID and use online queries instead).

CSIR-HRDG will ensure that the payment of fellowship is released in ten working days from the date of uploading the fellowship in NewFMS.

We solicit your kind co-operation to help our young researchers.

  
(Anita Singh)  
31/5/2021

Under Secretary (EMR-I)

Copy to:

1. The Registrar/Directors of all Univ./National Labs/Inst. Of CSIR.
2. PPS to DG, CSIR.
3. PS to Head (HRDG).
4. PS to JS(A), CSIR HQ.
5. PS to FA, CSIR HQ.
6. Sr.DS, EMR.
7. Scientist-in-Charge, EMR-I
8. All members of Task Force.
9. Dy.FA, EMR-III.
10. Section officers (EMR-I).
11. Head (IT): with a request to upload on CSIR-HRDG website for wide circulation & email the notification to all host Institute.
12. Office copy.