

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

File no. 09/DBT/2018-EMR-I

Date: 10.06.2021


**Notification**

**Sub: Attendance of the Fellows for the month of April and May,2021-reg.**

DG, CSIR considering that most of the Institutions in the country were under lock downs on account of surge in second wave of COVID-19 pandemic in the country and that "work from home" protocols were adopted, has approved as a special case to relax the requirement of physical attendance for claiming the fellowship for the month of April, 2021 and May,2021 - a one-time mitigation measure, .

Accordingly, all the host institute are requested to upload the fellowship claim bill online only at <https://newfms.ncl.res.in/Home> by following the procedure mentioned as under:

- i) Universities/host Institutes may forward the Fellowship Claim Bill Form in the existing prescribed format with required details viz. stipend, HRA, stamp and authentication by concerned authority. Digital stamping in cases where the Host Institute / University have explicitly confirmed they were not doing physical stamping during the pandemic.
- ii) The host institute shall certify that they were under Lockdown and "Work From Home" protocol was in vogue during the claim period.
- iii) If the Fellow has been on leave without stipend, the same shall be deducted from the Fellowship Bill while claiming the monthly fellowship. Liabilities, if any, appearing on account of incorrect certification shall devolve on the host Institute.

  
(Anita Singh)

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.