

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

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CIRCULAR

Sub: Implementation of NewFMS Online Portal in HRDG for processing claims of Fellows-reg.

CSIR HRDG has implemented NewFMS software for processing of the claims of Fellows to facilitate quick disposal and to obviate the hardships being faced by the CSIR Fellows. The data of the CSIR fellows is available on NewFMS portal. Further, a dedicated software team and a Legacy Resolutions Task Force are actively engaging with stakeholders to ensure corrective and preventive actions. In this endeavor, the cooperation of Host Institutes is solicited to:

- (a) kindly conduct a validation check on the data of
- (i) all the Fellows currently on their rolls and
 - (ii) those who have completed their Fellowships but have claimed unpaid dues

AND

- (b) inform CSIR-HRDG if there is any Fellow with duplicate/multiple file numbers resulting in escalation of the number of Fellows or increasing the risk of excess payments.

Further, in order to execute timely processing of the claims of Fellows for stipend and other dues such as HRA, the Host Institutes are also requested to process claims in large lots rather than individually. We request that the first submission by each Institute for a given month cover minimum 80% of the claims rounded up to nearest whole number, and that no more than 04 separate submissions in any month from any Institutes shall be forwarded after July, 2021. This will ensure ease of tracking, disbursement and grievance resolution.

In case of any query w.r.t NewFMS the host Institutes/fellows may contact at hrdadmin@csirhrdg.res.in.



(Anita Singh)

Under Secretary (EMR-I)

Copy to:

1. The Registrar/Directors of all Univ./National Labs/Inst. Of CSIR.
2. PS to Head (HRDG)
3. Sr.DS, EMR
4. Scientist-in-Charge, EMR-I
5. Dy.FA, EMR-III
6. Sh. D. Bansal, Principal Officer
7. Sh. Mayank Roongta, Sr.Tech officer
8. Section officers (EMR-I).
9. Head (IT): with a request to upload on CSIR-HRDG website for wide circulation & email the notification to all host Institute.
10. Office copy.