

**CSIR – HUMAN RESOURCE DEVELOPMENT GROUP**  
**CSIR COMPLEX, LIBRARY AVENUE, PUSA, NEW DELHI – 110 012**

No. Advisory/2025-26/EMR I

Date: 13-03-2026

**OFFICE MEMORANDUM**

Attention of all concerned is invited to the following issues being faced in respect of the CSIR fellowships/associateships:

1. It has been observed for some time that certain host universities/institutes/colleges have not been regularly updating the details of their checkers, makers, and certifying officers on CSIR's portals, namely the New FMS Portal and the Fellow AMS Portal, particularly following changes due to transfer, retirement, or other reasons.
2. As a result, whenever important communications are issued to the checkers, makers, or certifying officers based on the database available with CSIR–HRDG, several of these communications remain undelivered to the concerned officials. This has, in certain cases, been cited as a reason for non-compliance with CSIR norms and the clarifications issued from time to time regarding CSIR research fellowships/associateships.
3. On certain occasions, communications sent via email by CSIR–HRDG have been returned undelivered with the notification that the inbox of the addressee is full and unable to accept further messages. This situation may result in the CSIR fellows/associates hosted at such universities/institutes/colleges of being ill-informed or unaware of important CSIR norms requiring compliance in relation to their fellowships/associateships in some cases though all such communications are invariably displayed on the CSIR HRDG website.
4. It has also been observed that, in several instances, host universities/institutes/colleges do not intimate CSIR–HRDG regarding the resignation or departure of CSIR fellows through the prescribed channel, i.e., by forwarding their resignations on the New FMS Portal along with the requisite supporting documents. This practice is not in accordance with the relevant CSIR guidelines, which require fellows/associates to inform CSIR well in advance about their resignation or withdrawal from Ph.D. programmes. Such cases generally come to notice only when nodal officers of the host institutions are requested by CSIR–HRDG to submit or forward pending attendance or other claims, as and when required.
5. It has been observed that leave applications of CSIR fellows/associates for EOL, maternity leave, or paternity leave, which require prior approval of CSIR, are often forwarded to CSIR–HRDG only after the fellows have already proceeded on or availed such leave, through the New FMS Portal. This practice is not in accordance with the relevant CSIR guidelines, which clearly stipulate that such leave must be approved by CSIR in advance.

*J. S. Sreedhar*  
13/03/26

6. It has been observed that the attendance and other claims of CSIR fellows/associates hosted at various universities/institutes/colleges are not being forwarded to CSIR–HRDG in a timely manner by the concerned certifying officers on the Fellow AMS Portal. This delay has, in turn, resulted in delay of payment processing for the affected individuals.

In view of the above, the Vice Chancellors/Registrars/Directors/Principals of the host Universities/Institutes/Colleges registered with the CSIR for disbursal of the CSIR fellowship/associateships are advised to ensure the compliance of the following:

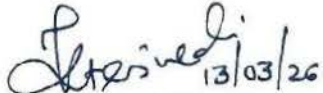
- a) Host universities/institutes/colleges are requested to promptly intimate CSIR regarding any change in their nodal officials, namely checkers, makers, and certifying officers. The details of newly nominated officials, including their names, designations, email IDs, and mobile numbers, should be forwarded on the institution's official letterhead, duly signed and sealed by the competent authority.
- b) Nodal officials of host universities/institutes/colleges are requested to remain fully acquainted with the CSIR guidelines, which are periodically reitcrated and made available on the CSIR–HRDG website, so as to ensure complete compliance with the norms applicable to CSIR research fellows/associates hosted at their institutions. They are further advised to visit the CSIR–HRDG website at regular intervals to stay updated on the instructions, clarifications, and advisories issued by CSIR from time to time.
- c) Nodal officials of host universities/institutes/colleges are requested to ensure that any resignation or withdrawal from Ph.D. programmes by CSIR research fellows/associates hosted at their institutions is invariably brought to the notice of CSIR in advance. Such intimation should be submitted through a duly signed application by the concerned fellow/associate, forwarded via the respective guide/research supervisor on the New FMS Portal.
- d) Certifying Officers of host universities/institutes/colleges are requested to promptly forward the attendance and claims submitted to them by the respective guides/research supervisors in respect of CSIR fellows/associates on the Fellow AMS Portal. This will enable CSIR–HRDG to process the claims in a timely manner and ensure that payments are released to the concerned individuals without delay.
- e) Leave applications of CSIR fellows/associates, namely EOL, maternity leave, or paternity leave, which require prior approval of CSIR, must be forwarded to CSIR–HRDG on the New FMS Portal along with the requisite supporting documents in advance. Such applications should be submitted before the concerned fellows/associates proceed on leave, and not after the leave has already been availed.

*Approved*  
13/03/26

- f) Nodal officials of host universities/institutes/colleges are advised to ensure that their email inboxes remain available to receive important communications from CSIR. This will help facilitate timely dissemination of information and ensure compliance with the applicable CSIR norms by the CSIR fellows/associates hosted at their institutions, even as such communications are being displayed on the CSIR HRDG website.

This issues with the approval of the Competent Authority.

All concerned may note for information, guidance and strict compliance.

  
13/03/26  
(Yagnesh R Trivedi)

UNDER SECRETARY, EMR I ADMINISTRATION

Copy to:

1. Vice Chancellors/Registrars/Directors/Principals of all host Universities/Institutes/Colleges through CSIR HRDG website
2. Checkers/Makers/Certifying Officers of all host Universities/Institutes/Colleges through CSIR HRDG website
3. Shri Pankaj Goswami, Deputy Secretary, EMR I Administration
4. Sr. Deputy Financial Advisor, EMR Finance
5. Head, IT Division with a request to display this communication the CSIR HRDG website
6. All concerned officials of EMR I Administration
7. Head, Helpdesk
8. PS to Head, CSIR HRDG