

CSIR- HUMAN RESOURCE DEVELOPMENT GROUP
CSIR Complex, Library Avenue, Pusa
New Delhi-110012 India

No. HRDG/EMR- 1/AMS/2023

Dated:28.07.2023

To,

The Vice Chancellors/Directors/Registrars/Principals of Universities/Institutes/Colleges

Sub.: Onboarding of Research fellows of CSIR-HRDG along with their Guides and Host Institutes on Fellow AMS Portal-reg.

Dear Sir/Madam,

I am happy to inform you that the Human Resource Development Group (HRDG) of the Council of Scientific & Industrial Research (CSIR) is in the process of streamlining the payment of fellowships of CSIR fellows and redressing their grievances by complete end to end automation of its fellowship payment system and introducing a web-based application "Fellow AMS portal".

2. The Fellow AMS portal will comprise of following processes:

- Registration of Certifying Officer (May be same as Checker in Newfms) of the Host Institute on Fellow AMS portal (<https://fellowams.csir.res.in>), creation of a guide master and assignment of guides to the respective fellows on the aforesaid portal,
- Registration by Fellows and online Attendance lodging on portal,
- Registration by Guides and online approval of attendance of respective fellows,
- Online attendance certification by the respective Certifying Officers of the Host Institutes

3. This will be a completely online solution from the stage of attendance lodging onwards to payment processing and is aimed at removing all the manual steps involved in the process in a 24x7 system access mode.

4. The new system is expected to facilitate the Research Fellows, Guides as well as the Host Institutes in online mode and ending the issues related to submission of attendance in manual mode.

5. The system will also provide real time information of the movement of attendance and bill generation, processing and payment to all the stakeholders.

6. The new system is being rolled out in all the Host Institutes w.e.f. 1st August, 2023. The onboarding of Research Fellows on the fellow AMS portal for EMR-HRDG has to start shortly.

7. All the Host Institutes are requested to nominate an Officer as the 'Certifying Officer' for certifying the attendance lodged by the Fellow in online mode on fellow AMS portal and duly approved by his/her Guide on the portal. The Certifying Officer has to ensure that all the requisite details like attendance days, HRA etc. are correctly filled up. The Officer performing the role of 'Checker' in NewFMS portal can be assigned the role of Certifying Officer for the Fellow AMS portal also. However, in case, a different Officer is being nominated as Certifying

Officer, then kindly inform the following details of the Officer to CSIR-HRDG on the email ID- usemr@csirhrdg.res.in latest by 02.08.2023: -

- (a). Name
- (b). Designation
- (c). Email ID
- (d). Mobile no.

8. The onboarding has to be taken up on top priority by all the Host Institutes.

9. Lodging of attendance from the month July, 2023 onwards will take place through the Fellow AMS portal for EMR. Attendance lodging through NewFMS will be stopped starting with the attendance for the month July, 2023 onwards. However, all old cases prior to attendance for the month July, 2023 will continue to be sent through NewFMS portal as earlier. Similarly, claims of contingency prior to financial year 2023-24 would be lodged and routed through NewFMS portal.

10. You are requested to extend all co-operation and support for this endeavour and instruct all the concerned functionaries in your University/Institute/College accordingly. You are also requested to suitably inform all the Research Fellows of CSIR-HRDG in your University/Institute/College about this initiative.

11. We shall shortly be organizing training sessions for all the Certifying Officers to facilitate the registration and onboarding process.

Yours faithfully,

(Atul Kumar Jain)

Under Secretary (EMR-1)

Copy to;

1. The Vice Chancellors/Directors/Registrars/Principals of Universities/Institutes/Colleges – through email and website
2. Office of Director General, CSIR New Delhi
3. Office of Joint Secretary (Admin), CSIR New Delhi
4. Office of Financial Adviser, CSIR New Delhi
5. PS to Head, HRDG
6. Sr. Dy FA, CSIR-HRDG
7. Head, IT CSIR-HRDG
8. Head Help Desk, CSIR-HRDG
9. Office Copy