

## CSIR-HRDG Citizen's/Client's Charter

### Main Services/Transactions (2019)

S.No	Services/Transaction	Weight %	Responsible Person (Designation), Email & Mobile No.	Process	Document Required	Fee		
						Category	Mode	Amount
1.	Award of Junior Research Fellowships (JRF) to pursue PhD through CSIR-UGC NET scheme	15	Shri Ram Sarup (Senior Dy. Secretary, Examination)  <a href="mailto:srdsec@csirhrdg.res.in">srdsec@csirhrdg.res.in</a> 9971719951 (25841086)	Inviting online applications from eligible candidates.	Guidelines on HRDG (CSIR) website)	General OBC SC/ST/VH	NEFT/RTGS	Rs.1000/- Rs. 500/- Rs. 250/-
				Processing of online applications in CSIR as per approved guidelines	N/A	N/A	N/A	N/A
				Conducting the National Eligibility Test (NET)	N/A	N/A	N/A	N/A
				Award of JRF for pursuing PhD.	N/A	N/A	N/A	N/A
2.	Travel grant to research scholars for presenting papers in international conferences	7.5	Shri.Hemant Kulkarni Sr. Pr.Scientist (HRDG)  <a href="mailto:hk@csirhrdg.res.in">hk@csirhrdg.res.in</a> 9871133455 (25841037)	Inviting applications from Research Scholars/Regular Faculty members from academic and R&D institutions (other than CSIR).	Guidelines on HRDG (CSIR) website)	N/A	N/A	N/A
				Processing of applications in CSIR as per approved guidelines.	N/A	N/A	N/A	N/A
				Awarding Travel Grants to Research Scholars for presenting papers in Conferences held abroad.	N/A	N/A	N/A	N/A
3.	Recognizing Excellence by giving awards and prizes through CSIR Young Scientist Award, Shanti Swarup Bhatnagar Prize etc.	7.5	Shri Inder Pal Principal Scientist (HRDG)  <a href="mailto:ssb@csirhrdg.res.in">ssb@csirhrdg.res.in</a> 9868444777 (25846777)	Inviting nominations for the awards and prizes	Guidelines on HRDG (CSIR) website)	N/A	N/A	N/A
				Processing of applications in CSIR as per approved guidelines.	N/A	N/A	N/A	N/A
				Announcing Awards and Prizes and giving them away in functions organized for the purpose.	N/A	N/A	N/A	N/A