

**CSIR-HUMAN RESOURCE DEVELOPMENT GROUP**  
**Extra Mural Research, CSIR Complex,**  
**Library Avenue, Pusa, New Delhi- 110 012**

No. F. No.: 1/US/EMR-1/2020

Date: 08.06.2020

Office Memorandum

**Sub: Dispensation of pending fellowship of CSIR-Fellows in view of Covid-19 pandemic -reg**


The Nation is under Covid- lockdown since 21.03.2020. All the educational Institutes/Universities/Colleges across the country have been closed since the lockdown was imposed on, resultant, neither the fellows were able to attend institutes during lockdown for research work nor the host institutes are able even to send their requisite progress reports/fellowship claim etc. to CSIR-HRDG ensuing disrupting payment of fellowship and academic activities across the country which is causing a lot of hardship to fellows. At CSIR-HRDG, a large number of claim bills also accumulated due to the lockdown.

In addition to the above, CSIR-HRDG would also like all the beneficiaries/ host institutes to take note of some common reasons for the delay in fellowship payment which needs to be avoided:-

- i) Non receipt of fellowship claim bill by 5<sup>th</sup> of every month.
- ii) Claim bills do not include all claimants at one go.
- iii) Claim bills not sent every month but sent for multiple months together.
- iv) Claim bills not sent by email but by post only.
- v) A/c No. /IFSC code are not verified in the claim bills.
- vi) Three Member Committee report for upgradation, documentary proof, for extension cases, acceptance letter for change of institution/guide, intimation about leave/maternity leave cases are often delayed which unfortunately delays fellowship release.

In order to have all these issues addressed at the earliest with the satisfaction of all beneficiaries and as an immediate solution towards release of pending fellowship, all the host colleges/Institutes/ Universities and CSIR fellows are requested to kindly upload their **all pending bills** at CSIR-HRDG's centralized Grievance Redressal Portal only to enable CSIR- HRDG to ensure speedy processing of the same. The link of this portal is available at <http://hrdg.csir.res.in/>.

The release of pending fellowship has been taken up at war footing after the lockdown. CSIR-HRDG needs your cooperation and support. Hence, all concerned are requested to kindly send their unpaid fellowship bills at **Grievance Redressal Portal**, which will be monitored daily with acknowledgement. We expect to achieve 90% of fellowship payment before this month end and then proceed further to make it up-to-date.

  
(Anita Singh)

Under Secretary (EMR)

Copy to:

1. Directors/Registrar/ Accounts Officer of Institutes/ Universities/Colleges/CSIR- Labs. } For information & Compliance, please.
2. PS to DG, CSIR/Head, CSIR-HRDG/Joint Secretary (A), CSIR.
3. Section Officer (EMR-I / EMR-II).
4. IT Division- Kindly host this OM on CSIR-HRDG website.
5. Office copy