

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

No. F. No.: 1/US/EMR-1/2018

Date: 12.09.2018

Office Memorandum

**Sub.: Receipt of Fellowships/Contingency bills from the host Institutes/Universities /colleges i.r.o Fellows/Associates of EMR-I reg.**

In order to reduce the delay in payment of Fellowship and to expedite the process, separate email Ids were created for submission of Fellowship/Contingency bills. A link for the same was provided on CSIR-HRDG website for information and compliance. Further, a Help Desk was also created to address the issues of Fellows. However, it has been seen that Fellowship Bills (Part-B) and Contingency Bills( Part-A) from the host Institutes/Universities /Colleges are still being sent to CSIR-HRDG by post, and on an average the dak is taking 10 to 15 days to reach the concerned Division i.e. EMR-I. Further, the Fellows and Instt are e-mailing bills and fellowship related documents to other multiple officers of CSIR-HRDG instead of sending them in the emails specially created for this purpose. Sorting and resolving of such multiple emails are affecting the functionality of the functionaries dealing with the payment of fellowship. Hence, to reduce this delay in payment of Fellowship via DBT mode, all Institutes/Universities /Colleges are requested to kindly forward **Fellowship Bill and Contingency Bill of fellows** at the following email addresses for speedy processing of the same:

1) [fellowshipbill@csirhrdg.res.in](mailto:fellowshipbill@csirhrdg.res.in)

(Please mention Name of the Institute and Bill Month in the subject)

2) [contingencybill@csirhrdg.res.in](mailto:contingencybill@csirhrdg.res.in)

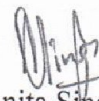
( Please mention Name of the Institute in the subject).

**Help Desk :** CSIR-HRDG has already established a Help Desk with the following contacts as a measure to resolve the issues of CSIR Fellows :-

i). Contact No: 011-25842532

ii). Email : [helpdeskemr@csirhrdg.res.in](mailto:helpdeskemr@csirhrdg.res.in)

All the fellows approaching at Help Desk are being constantly replied and attended to.

  
(Anita Singh)

Under Secretary  
EMR, CSIR-HRDG

Copy to:

1. Directors/Registrar/ Accounts Officer of Institutes/ Universities/Colleges. } For information and 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.

COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
HUMAN RESOURCE DEVELOPMENT GROUP  
(EXTRAMURAL RESEARCH DIVISION)  
CSIR COMPLEX, PUSA, NEW DELHI-110012

**PUBLIC NOTICE**

This is brought to the kind notice of all CSIR Labs/Institutions, other R&D Institutions, Universities, IITs and Colleges etc., that the details of some CSIR Research Fellows/Associates pursuing research there are still awaited despite giving several notices/reminders in this regard. Consequently, their record could not be updated in our database at CSIR-HRDG which has resulted in non-release of fellowship to such fellows. Accordingly, all the above mentioned Institutions are again requested to send the details of all those CSIR Fellows whose details have not yet been sent to CSIR-HRDG by 15<sup>th</sup> March, 2018 positively.

Further, it is also requested to submit the up to date fellowship claim bills along with contingency grant bills in respect of the CSIR Research Fellows by 15.03.2018 to enable EMR Division to release the funds by the end of the current financial year.

Deputy Secretary  
(dsemr@csirhrdg.res.in)