

**Council of Scientific & Industrial Research,  
Human Resource Development Group  
[ EXTRAMURAL RESEARCH DIVISION ]**

CSIR, Complex, Library Avenue,  
Pusa, New Delhi-110012  
No.6/Fellowship2019/EMR-1  
Dated: 30.09.2019

**OFFICE MEMORANDUM**


It is brought to the notice of Competent Authority that many research fellows of CSIR have not received their fellowship award letter in respect of activation of Fellowship, up gradation letter from Junior Research Fellow to Senior Research Fellowship and Extension in the tenure of fellowship orders.

It may please be noted that any such applications without any of the fellowship requisite documents cannot be entertained:

S. No.	For Fellowship Activation	For Up gradation/Extension
1.	Undertaking as per proforma prescribed by the CSIR-HRDG	Three member assessment Committee report
2.	Attestation form	Progress report of fellow
3.	NET Certificate issued by Exam. Unit of CSIR-HRDG	Ph. D registration document as prescribed by CSIR-HRDG
4.	All certificates such as date of birth, B.Sc., M.Sc. Degree along with Mark sheet issued by board/universities/Institutes, caste certificate if availed the benefit.	Research Paper published if any, acknowledgement of financial assistance of CSIR.

Therefore, all host institutes/ Universities/ colleges are advised to ensure to forward the hard copy as well as soft copy to Section Officer, EMR-1 at e-mail address [soemr1@csirhrdg.res.in](mailto:soemr1@csirhrdg.res.in) within one month of completion of tenure or six months whichever is later as per guidelines.

**Noncompliance of CSIR norms for submission of annual progress report along with other requisite documents within six months after completion of yearly tenure may result in termination of fellowship/associateship.**

  
(S.D. Rishi) 30/09/2019  
Under Secretary (EMR)

Copy for information and necessary action to:

1. Registrar/ Director/Principal of all Universities/Institutes/Colleges through web-portal.
2. Finance and Accounts Officer/ Deputy Financial Adviser EMR-III
3. Section Officer, EMR-1 and EMR-2
4. PS to Head, CSIR-HRDG, CSIR Complex, New Delhi for information