

**Human Resource Development Group
CSIR Complex, Library Avenue
Pusa, New Delhi 110012**

Notice for CSIR Fellows

Date: 21/10/2021

CSIR-Fellows who need resolution of issues related to their data in the NewFMS Portal may contact the following Officials directly through email for the Specific Tasks mentioned against each official. E-mails to multiple officials may please be avoided, and no attachments or screenshots sent by mail unless specifically solicited by the concerned official. File number is essential in the subject line of the mail, and grievance case ID desirable if a grievance has been logged. These email IDs should not be used for queries on Fellowship or Contingency status.

Sr No.	Task	Name of the Official to contact	Email address
1.	Checker/Maker related corrections in following fields (a) Change in Email id (b) Change in Mobile Number (c) Change in Name (d) Password Reset	Sh Rajesh Verma Head - IT	rverma@csirhrdg.res.in
2.	CSIR-Fellows who need corrections in email id or Mobile number	Ms Kanta Rani Scientist in Charge	kr@csirhrdg.res.in
3.	Corrections in 1. DoA (Date of Assessment/Renewal) 2. DoT (Tenure Completion date)	Ms Kanta Rani Scientist in Charge	kr@csirhrdg.res.in
4.	Corrections in 1. Aadhaar Number 2. PAN Number	Ms Kanta Rani Scientist in Charge	kr@csirhrdg.res.in
5.	Corrections in Bank Account Number and IFSC code	Sh N B Bhoi Chief Scientist and Officer on Special Duty	nbbhoi@csirhrdg.res.in
6.	1. Password Reset of the Fellow 2. New Login Credentials	Sh Rajesh Verma Head - IT	rverma@csirhrdg.res.in

Kindly Note:

1. Fellows with Existing Fellow Registration status as “Approved by HRDG” can approach the Maker of the Institute to get the credentials on their Registered Mobile Number
2. Those Fellows who have already received their Login ID and Password:
 - i. They can approach Maker of the Institute for Password Reset in case it is required.
 - ii. They can apply online for change of Mobile Number

This Notice is issued with the approval of competent authority.

Computer Division
CSIR-HDRG
CSIR Complex, Library Avenue
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