UNIVERSITY OF RAJASTHAN

(University with Potential for Excellence Status)

Jawahar Lal Nehru Marg, Jaipur-302004 Rajasthan (INDIA)

Tel.: 0141-2706813 Junction Lines:-2711070/71 EPABX: 2100 Fax. 2709582
E-Mail: Plan_Project38@yahoo.com

No. F. 36-18/PP/2020/ 2558-62 **Dated** 08/01/2020

1. All the Heads of Departments PG Science, UOR

Sub:- Procedure to be followed for submission of Fellowship/Contingency bills of CSIR.

Sir/Madam,

I am enclosing herewith a copy of letter No.F.1/US/EMR-1/2018 dated 09.12.2019 alongwith guidelines received from Under Secretary, EMR, Council of Scientific, & Industrial Research, Human Resource Development Group, which is self-explanatory. The CSIR has desired to submit the bills of concerned scholars in time so that the fellowship is released timely.

I am directed to request you to kindly to circulate the above guidelines among all the CSIR fellows working in your Department and ensure to submit the claim bill of all the fellows on the last day of the month so that the University could submit the same timely to the CSIR viz 5th day of each month. Any delay on this account will be the responsibility of the concerned Fellow/Departments.

Yours faithfully,

— sd —

Registrar

Encl: As above

No. F. 36-18/PP/2020/ 2563 **Dated** 08/01/2020

Copy forwarded to the Director, Infonet Centre, University of Rajasthan, with the remarks to upload the documents on University website.

Arif Shah 04/01/2020

Dy. Registrar (PP)

03.01.2020

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
मानव संसाधन विकास समूह
Human Resource Development Group

सी.एस.आई.आर. कॉम्पलैक्स
इंस्टीट्यूट ऑफ होटल मैनेजमेंट के सामने
लाईब्रेरी एवेन्यू, पूसा, नई दिल्ली-110 012
C.S.I.R. Complex
Opp. Institute of Hotel Management
Library Avenue, Pusa, New Delhi-110012

(3)

SO/AR(YP)
18/12/19

DRPP-774
18/12/2019

By Speed post

Dealing Asst.

F.No.1/US/EMR-1/2018
Date: 09.12.2019

384
18/12/19

P.P
18/12/19

To,

The Registrar/Directors/Principals/Heads of all Grantee Institutions/ National Laboratories/ Universities/Colleges.

Sub.: Procedure to be followed for submission of Fellowship/Contingency bills by the host Institutes/Universities/ Colleges i.r.o Fellows/Associates to CSIR-HRDG-reg.

Sir /Madam,

In our endeavor to expedite the payment of Fellowship/Contingency Bill to CSIR Fellows/Associates working in your organization, it is necessary to streamline the bill processing steps and make procedure more efficient towards disbursement of fellowship to CSIR-Fellows. In order to simplify the process and reduce the processing time of fellowship to CSIR-Fellows we have formulated procedural guidelines which are attached herewith at Annexure 'A' for compliance of all concerned.

Your cooperation and observance of these procedural guidelines will enable us to expedite the payment of Fellowship and Contingency to CSIR Fellows/Associates. We also request you to bring the above procedure to the notice of all CSIR Fellows/Associates and the staff involved in sending the Bills to CSIR-HRDG for strict compliance.

Yours Sincerely,

(Anita Singh)
Under Secretary
EMR, CSIR-HRDG

Encls. As above

Phone : 011-25841592, 25841701, 25842729, 25841582, 25842493, 25846568, http://csirhrdg.res.in

Annexure A

Procedural guidelines for Fellowship Payment to CSIR-Fellows

1. **Fellowship/Contingency** bills shall be forwarded through authorized functionaries of host Institutes/Colleges/Universities by indicating contact number and name of authorized functionaries.

2. Attendance of fellows/ Fellowship Claim Bill in the prescribed proforma i.e. Part B should reach CSIR-HRDG by 5th of following month of due fellowship month e.g. the fellowship bill for the month of December, 2019 should reach to CSIR-HRDG by 05th January, 2020 by email followed by original bill via post.

3. CSIR-HRDG will process fellowship bill within 5 working days for payment to Finance Division, CSIR-HRDG from the date of receipt of the bill. Finance, HRDG will ensure processing of cheque towards fellowship payment to bank within next five working days.

4. Kindly ensure that legible scanned copy of bills is forwarded as sometimes it is impossible to read the correct IFSC/Bank details of the fellow. As a result, single digit errors in fellowship payments are returned by bank un-passed. Hence, few care needs to be taken while sending the scanned copy of bills:
   i. The detail of not more than 10 fellowship claims is mentioned on one page (A4 size) with landscape orientation.
   ii. Font of the text shall be 14 with Times New Roman theme.
   iii. **Scanning of bill-** Scan the bill at the lowest dpi that result in a legible document.
   iv. Kindly ensure that scanned copy is clearly legible enabling its print on A4 size paper.

5. The Fellowship and Contingency claim bills be forwarded in the prescribed proforma to CSIR HRDG, only at the following email followed by original copy of the bills via post:

   a) fellowshipbill@csirhrdg.res.in : For sending Fellowship Claim Bill (Please mention only name of the Institute and Bill Month in the subject).
   b) contingencybill@csirhrdg.res.in : For sending Contingency Bill (Please mention only name of the Institute and contingency year in the subject).
   c) fellowshipdoc[redacted]@csirhrdg.res.in : For sending documents for the purpose of award letter, extension, change of institute etc (please mention name of Fellow and file no./roll no. in the subject).

6. Fellowship/Contingency Bills and Documents will be accepted through above emails only. Documents from any other email ID will be ignored and not acted upon. Consequent delay for this reason, respective Fellow and host institute will be responsible.

7. Sending bills and documents to multiple emails and multiple officers be avoided as sorting, tracking and resolving of such multiple emails affects the functionality of the functionaries dealing with the payment of fellowship.

8. Adherence to this time schedule by all stakeholders will ensure that payment is credited into fellow's bank account by 20th of following month of fellowship month.

For speedy disbursal of fellowship to CSIR-Fellows Cooperation and observance of above steps/procedure from all host institutes is solicited.

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