

**THROUGH CSIR HRDG WEBSITE**

Date: 25-05-2026

No. Advisory/2026/EMR I

To,

The Vice Chancellors/Registrars/Directors/Principals  
Of all Host Universities/Institutes/Colleges

**Sub: Reiteration of CSIR guidelines vis-à-vis CSIR fellowships/associateships**

Madam/Sir,

Attention is invited to the various guidelines available on the CSIR HRDG website vis-à-vis the fellowships/associateships offered by CSIR. Even as CSIR HRDG has been constantly publishing advisories to sensitize the stakeholders about the compliance/procedural aspects of the CSIR guidelines, it has been observed that the concerned stakeholders viz. the CSIR fellows/associates/Nodal Officers of the Host Universities/Institutes/Colleges repeat the same mistakes while submitting applications/claims on the portals of CSIR. This leads to delay in disbursement of the fellowships to the concerned individuals, resulting in increase of grievances/complaints.

In order to resensitize the stakeholders, following advisory pertaining to various issues being faced is issued for information, guidance and strict compliance of all concerned:

Sr. No.	Details of issues	Deficiencies observed	Solutions
1.	New Joining Applications	(a) Incorrect Roll Number & Exam date in Attestation Forms (b) Photo of the fellow/associate is not attested by the Guide/Research Supervisor (c) Mismatch in the date of exam in the attestation form and the New FMS portal (d) Incomplete joining forms (e) Illegible Bank passbook copy (f) Non-submission of Additional undertaking	(a) The roll number & date of exam must be correctly mentioned, both in the Attestation form and on the New FMS portal. For JRF NET, the date of exam and date of interview are the same. For the remaining fellows/associates, the date of interview is to be mentioned. (b) Photo of the Fellow/Associate must be attested by the Guide/Research Supervisor.

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सी.एस.आई.आर. कॉम्प्लेक्स  
इंस्टीट्यूट ऑफ होटल मैनेजमेंट के सामने, लाईब्रेरी एवेन्यू, पूसा, नई दिल्ली - 110012  
C.S.I.R. Complex

Opp. Institute of Hotel Management, Library Avenue, Pusa, New Delhi-110012  
Phone : 011-25841592, 25841701, 25842729, 25841582, 25842493, 25846568, <http://csirhrdg.res.in>

		<p>(g) Joining date prior to issue of NET certificate issue date in cases of JRF NET</p> <p>(h) Signatures, names &amp; stamp of the Guide/Research Supervisor and the Head of the Department are missing in the joining forms.</p> <p>(i) Many host Universities/Institutes forward the joining applications of the fellows on the New FMS portal, after a long time of the fellows' joining, on the plea that the delay was attributable to non-completion of mandatory course-work for PhD.</p> <p>(j) Certain fellows forward their corrected documents/other document directly to CSIR HRDG through emails.</p>	<p>(c) The date of exam/interview mentioned in the attestation form and that on the New FMS portal must be the same.</p> <p>(d) Complete joining forms, filled up in all respect, available on the CSIR HRDG website must be submitted.</p> <p>(e) Legible copy of Bank passbook containing the beneficiary's name, account number, bank name and IFSC code must be submitted.</p> <p>(f) Additional Undertaking (on availing sole fellowship from CSIR) must be submitted along with the joining forms.</p> <p>(g) The joining date in cases of JRF NET can't be prior to the date of issue of NET certificate. In cases of RA, SRF Direct and JRF GATE, the joining date can't be prior to the date of effect stated in the offer letter issued by CSIR HRDG.</p> <p>(h) The signatures, names and the stamps of the Guide/Supervisor and the Head of the Department must be appended/affixed, wherever required in the joining forms.</p> <p>(i) The host Universities/Institutes are advised to forward the joining applications of the fellows immediately upon their joining to CSIR as for a JRF NET, the fellow is eligible to avail fellowship immediately on her/his joining and has 2 years to complete her/his PhD registration, in addition to 1</p>
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*J. S. Reddy*  
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			<p>more year, as per CSIR guidelines. Completion of course-work is not the pre-condition for availing CSIR fellowship.</p> <p>(j) The fellows/associates must forward their corrected documents/other documents only through the Checker of their Institute on New FMS portal. Else, they will not be accepted.</p>
2.	Upgradation cases	<p>a) PhD Registration certificate is not in the prescribed format.</p> <p>b) 3 Member Committee Report is not in the prescribed format.</p> <p>c) CSIR award number is incorrect in the Annual Progress Report.</p> <p>d) Period of Report is incorrectly mentioned in the Annual Progress Report.</p> <p>e) The Annual Progress Report is not in the prescribed format.</p> <p>f) The acknowledgement of CSIR's financial assistance is missing in the Annual Progress Report.</p> <p>g) The Detailed Progress Report, though mentioned as separately attached, is not found attached.</p> <p>h) The signatures of the Fellow and the Guide/Research Supervisor are missing in the Annual Progress Report.</p> <p>i) The applications for upgradation are not submitted on the New FMS portal within the timelines stipulated in the CSIR guidelines.</p>	<p>(a) PhD Registration Certificate must be submitted in the prescribed format on the host University/Institute/College's letterhead, available on the CSIR HRDG website.</p> <p>(b) 3 Member Committee Report and the Annual Progress Report must be submitted in the prescribed formats available on the CSIR HRDG website.</p> <p>(c) CSIR award number and the period of report must be correctly mentioned in the Annual Progress Report. The CSIR award number means the file number reflected in the Award Letter which is auto-generated on approval by CSIR at the time of new joining on the New FMS portal. It starts with digits like 31/08/09 followed by the Institute code further followed by the four- or five-digit code assigned to the individual fellow/associate. Similarly, the period of report in upgradation cases of JRF NET/JRF GATE/SPM JR. is for</p>

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25/5/26

		<p>j) Certain JRFs NET who have not registered for PhD within initial 2 years submit their applications for upgradation on the portal, in violation of the CSIR guidelines in this regard. Similarly, in some case when the 3-member committee recommends continuation for 3<sup>rd</sup> year as JRF, the Checker forwards the application for upgradation in place of continuation.</p>	<p>two years It should be in DD/MM/YYYY format.</p> <p>(d) CSIR's financial assistance must be acknowledged at the appropriate column in the Annual Progress Report.</p> <p>(e) The signatures of the Fellow and the Guide/Research Supervisor must be appended at the appropriate places in the Annual Progress Report without fail.</p> <p>(f) The applications must be submitted within the stipulated timelines as per CSIR guidelines, failing which it may lead to termination of the fellowship.</p> <p>(g) As per CSIR guidelines, a JRF NET must register for PhD within initial 2 years for upgradation as SRF NET during the 3<sup>rd</sup> year. As such, if a JRF NET is not registered for PhD within initial 2 years, she/he must apply for 3<sup>rd</sup> year JRF continuation and not upgradation. At the same time, if the 3-member committee recommends 3<sup>rd</sup> year continuation as JRF NET, the Checker must forward the application for 3<sup>rd</sup> year continuation and not upgradation.</p>
3.	Extension/Continuation cases	<p>a) CSIR award number is incorrect in the Annual Progress Report.</p> <p>b) Period of Report is incorrectly mentioned in the Annual Progress Report.</p>	<p>(a) CSIR award number and the period of report must be correctly mentioned in the Annual Progress Report. The CSIR award number means the file number reflected in the</p>

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25/5/26

		<p>c) The Annual Progress Report is not in the prescribed format.</p> <p>d) The acknowledgement of CSIR's financial assistance is missing in the Annual Progress Report.</p> <p>e) The Detailed Progress Report, though mentioned as separately attached, is not found attached.</p> <p>f) The signatures of the Fellow and the Guide/Research Supervisor are missing in the Annual Progress Report.</p> <p>g) The application of extension/continuation is submitted on the portal after the admissible timelines stipulated in the CSIR guidelines.</p>	<p>Award Letter which is auto-generated on approval by CSIR at the time of new joining on the New FMS portal. It starts with digits like 31/08/09 followed by the Institute code further followed by the four- or five-digit code assigned to the individual fellow/associate. Similarly, the period of report for a SRF NET/SRF GATE/SPM SR. in extensions, it is one year. It should be in the format of DD/MM/YYYY format. For RA, it is for one year in the DD/MM/YYYY format. For Direct SRF, it is for two years in the DD/MM/YYYY format.</p> <p>(b) CSIR's financial assistance must be acknowledged at the appropriate column in the Annual Progress Report.</p> <p>(c) The signatures of the Fellow and the Guide/Research Supervisor must be appended at the appropriate places in the Annual Progress Report.</p> <p>(d) The applications must be submitted within the stipulated timelines as per CSIR guidelines, failing which it may lead to termination of the fellowship.</p>
4.	Requests for Bank Account Update	<p>a) The request is not in the prescribed format.</p> <p>b) The request is not supported by requisite documents, viz. the Aadhar card copy, bank</p>	<p>a) The request has to be submitted only on the prescribed format.</p> <p>b) The request must be supported by three documents, viz. copies of the Aadhar card, bank passbook and the award letter.</p>

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		passbook copy and the Award Letter.	
5.	Transfer of fellowship	<p>a) The fellows/associates don't obtain prior approval of CSIR, resigns from the present host University/Institute without specific prior approval from CSIR.</p> <p>b) The fellows/associates resign from their present host University/Institute and then apply for transfer of fellowship on the New FMS portal.</p> <p>c) The No Objection Certificates submitted are not on the letterheads of the host University/Institute.</p> <p>d) The Fellows/Associates don't apply for transfer in advance and don't give sufficient time to CSIR HRDG for processing their transfer applications.</p>	<p>a) It is mandatory to obtain prior approval from CSIR. Fellows/Associates must not leave their present host University/Institute till such time prior approval of CSIR is received.</p> <p>b) This is not the correct practice. Once a fellow/associate resigns from her/his host University/Institute and leaves the place, she/he loses her/his right for transfer or any other non-financial processes.</p> <p>c) The No Objection Certificates must be submitted on the letterheads of the Host University/Institute.</p> <p>d) The Fellows/Associates are advised to apply for transfer well in advance so as to enable CSIR HRDG to process their requests in time.</p>
6.	Change of Research Supervisor/Research Title Requests	<p>a) The Fellows/Associates apply for such requests after the completion of their present sanctioned tenure without getting their upgradations/continuations/extensions, as the case may be, approved from CSIR.</p> <p>b) The No Objection Certificates submitted by the Fellows/Associates are not on the host University/Institute's letterheads.</p>	<p>a) The Fellows/Associates must apply for such requests within their present sanctioned tenure. If their tenure is over, they must first apply and get the upgradation/continuation/extension, as the case may be, approved and then only should they apply for such issues.</p> <p>b) The No Objection Certificates must be submitted on the host University/Institute's letterheads.</p>
7.	EOL and other admissible leave	<p>a) The Fellows/Associates proceed on such leave without</p>	<p>a) The Fellows/Associates must proceed on leave only after</p>

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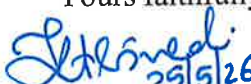
	which are approved by CSIR.	obtaining prior approval of CSIR. b) Requests for EOL and other admissible leave to be approved by CSIR are not submitted along with supporting documents.	obtaining prior approval of CSIR. b) Requests for EOL and other admissible leave to be approved by CSIR must be submitted along with the supporting documents.
8.	Submission of Fellowship claims on Fellow AMS portal	a) The Fellows/Associates submit the fellowship claims, after completion of one year from the termination/completion of their fellowships/associateship's tenure. b) Certain host Universities/Institutes don't allow the fellows/associates to submit their pending fellowship claims on the portal, or forward the same to CSIR, on completion of their tenure/termination of their fellowship/associateship, for want of No Dues Certificate.	a) The fellows/associates must settle all their pending claims within one year from the date of termination/completion of their fellowship/associateship's tenure. b) This is not the correct practice and is not in conformity with the CSIR guidelines. The host Universities/Institutes must not withhold the pending fellowship claims of their fellows/associates just due to non-submission of No Dues Certificate. They are advised to devise some mechanism to ensure that no dues remain unrecovered from their fellows/associates, if required but any pending claims must be forwarded to CSIR within the prescribed one-year time-limit.
9.	Updates on the Fellow AMS after approval on the New FMS portal	a) The Fellows/Associates/Nodal Officers of the host Universities/Institutes keep sending emails to CSIR HRDG for updates on Fellow AMS immediately on approval of any processes like new joining, extension, continuation/upgradation etc.	a) This is not the correct practice. It usually takes at least 5 working days to update the profile of a fellow/associate after approval on the New FMS portal. The Fellows/Associates/Nodal officers are advised to wait at least for 5 working days after approval on the New FMS portal and to raise a concern only if the

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25/5/26

			updates don't take place within 5 working days.
10.	Submitting resignations on the New FMS portal	<p>a) Fellows/Associates/Nodal Officers submit the resignations on the New FMS portal after a gap of many days/months from the effective date of resignation and then face issues in doing so, as the portal does not allow submission of resignation from a retrospective date.</p> <p>b) On many occasions, the resignation application is not supported by the signed application containing specific reasons with specific date of resignation.</p>	<p>a) They must, once the date of their resignation is finalized, submit the resignation on the portal on the very day of resignation, i.e. the effective date of resignation on the New FMS portal. This means that the Fellow/Associate must submit the resignation application on the New FMS portal on the same day of resignation from which she/he is tendering resignation.</p> <p>b) The Fellow/Associate while submitting resignation on the New FMS portal must upload a signed copy of the resignation, specifying the reasons and effective date of resignation, duly forwarded by the Guide/Research Supervisor.</p>

The above suggestions are advisory in nature and must not be construed as the substitute to the original guidelines displayed on the CSIR HRDG website, as amended from time to time. In case of any dispute, the original guidelines displayed on the CSIR HRDG website shall prevail.

Yours faithfully,

  
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(Yagnesh R Trivedi)

UNDER SECRETARY, EMR I ADMINISTRATION

Copy to:

1. Checkers/Makers/Certifying Officers of all Host Universities/Institutes/Colleges --- with a request to bring the contents of this communication to the notice of the CSIR fellows/associates hosted at their places.

2. CSIR Research Fellows/Associates ---- through CSIR HRDG website
3. Shri Pankaj Goswami, Deputy Secretary, EMR I Administration
4. All regular staff members of EMR I Administration
5. Dr. Manish Bhardwaj, Scientist F & Head, IT Division --- with a request to arrange for publication of this communication on the CSIR HRDG website
6. The Head, Helpdesk, CSIR HRDG ---- with a request to assist the stakeholders in line with the contents of this communication.
7. Shri Rajesh Kumar Meena, Scientist E & In-charge, EMR I (SRF/RA Selections)
8. PS to the Head, CSIR HRDG