



गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ0ग0)
GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CG)

(A Central University established by the central University Act.2009 No. 25 of 2009)

No. 421 /Dev/2019

Bilaspur, Dated: 30/12/19

To,

All Heads, Teaching Departments
Guru Ghasidas Vishwavidyalaya
Bilaspur (C.G.)

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.

Ref: Under Secretary, EMR, CSIR-HRDG letter No.F.No.1/US/EMR-1/2018 dated 9.12.2019.

Sir,

With reference to the letter on the subject mentioned above, this is to bring to your kind knowledge that the CSIR has issued eight (08) points procedural guidelines to be followed for submission of Fellowship/Contingency bills by host Institute for Fellowship Payment to CSIR-Fellows/Associates. Copy enclosed for perusal.

All Heads, Teaching Departments are requested to circulate this letter along with 08 points procedural guidelines to all concerned research scholars and their supervisors for their information and strict compliance as desired by CSIR.

It is requested that the Grant-in-aid-claim bills/Contingency bills duly filled in all respect submitted by CSIR –Fellows/Associates may be forwarded to the Development Section at the end of the month or the 1st day of the next month so as to enable us to process the file to Finance Section and further for competent orders/approval/endorsement.

Thanking you,

By Order,


OSD (Dev.)

Copy to:

1. The Secretary to the Vice-Chancellor, GGV for information to the Hon'ble Vice-Chancellor.
2. All Deans, Schools of Studies, GGV for information.
3. P.A. to Registrar, GGV for information to the Registrar.
4. The Coordinator, IT Cell, GGV with a request to upload the CSIR Fellowship guidelines in the University Website.
5. The Dealing Assistant, Development Section, GGV for information and necessary action.
6. Office File.


Assistant Registrar (Dev.)



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

By Speed post

सी.एस.आई.आर. कॉम्प्लेक्स
इंस्टीट्यूट ऑफ होटल मैनेजमेंट के सामे
लाइब्रेरी एवेन्यू, पूसा, नई दिल्ली-110 01
C.S.I.R. Comple
Opp. Institute of Hotel Managemen
Library Avenue, Pusa, New Delhi-11001

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

To,

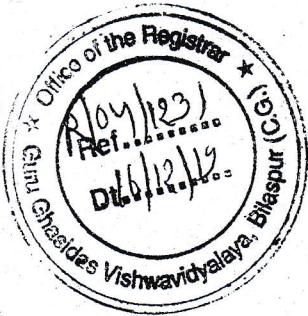
The Registrar/Directors/Principals/Heads of all Grantee Institutions/ National Laboratories/
Universities/Colleges.

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.



Encls. As above

F.O./
AR (Dev)

16-12-19

Yours Sincerely,

(Anita Singh)

Under Secretary
EMR, CSIR-HRDG

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@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.
