

PANJAB UNIVERSITY (CHANDIGARH)

MOST URGENT

To

All the Chairpersons/
Coordinators of All Centers/
Heads of the Departments/Branches
Directors of Regional Centers
Panjab University, Chandigarh

No. 6210

Dated: 23/1/24

Subject: Disbursement of Fellowship and Contingency to the CSIR Open Fellows.

Dear Sir/ Madam

As you all are aware that from July 2023 CSIR has shifted to CSIR-AMS Portal for disbursement of fellowship under the Direct Benefit Transfer (DBT). In this new system fellows have to upload their monthly attendance as well as HRA on CSIR-AMS portal and forward the attendance to their respective guide for verification and the guide will forward the same to G & P section for certification and forwarding the same to CSIR through CSIR-AMS Portal.

In view of above, following instructions are issued for timely disbursement of fellowship and the contingency of the fellows:

- i) The monthly attendance of the fellows for the payment of fellowship must be uploaded on CSIR-AMS portal and the same must be forwarded by the concerned guide/supervisor to G&P section on or before 7th of succeeding month. A copy of **Attendance Report for payment of fellowship/HRA** attached herewith as **Annexure-I** must also be sent to G & P section for record and verification. In case such report is not received on or before 7th of the month, the fellowship of that month would not get disbursed to the concerned fellow and the responsibility for the same shall rest upon the concerned department. In case 7th of a month happens to be a holiday then the monthly attendance must be submitted on the working day immediately preceding the 7th day of such month.

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- ii) The record of the leaves availed by the fellow must be maintained and kept in the department and the detail of the leaves taken must be mentioned in the column (**Date of leave /Absence**) of **Annexure -I**.
- iii) CSIR, vide letter no. HRDG/fellowship/Com/2022 dated 12.07.2023 has issued a revised Contingency reimbursement claim form (**copy enclosed as Annexure VIII**). The fellows are advised to fill the revised Contingency reimbursement claim form and submit the same on or before 15th of the month which must be verified by the concerned supervisor and countersigned by Head of the Department. It may also be noted that the record of the supporting bills w.r.t. claim of contingency must be maintained and kept in the Department for future reference.

All are requested to ensure the meticulous compliance of the above instructions and strict observance of time schedule, so that, timely disbursement of fellowship to the fellows may be ensured.

Yours Sincerely

S K Mahini
23.1.24
Deputy Registrar
Accounts Branch
Panjab University
Chandigarh

Copy to the following for information /necessary action :

- 1) SYC for kind information of the Hon'ble Vice Chancellor
- 2) The Registrar, P.U. Chandigarh
- 3) D.R. Accounts
- 4) Director, Computer Centre with request to circulate the above circular through the official emails of the addresses as above

Attendance Report for Payment of CSIR Fellowship/HRA

(To be submitted on or before 7th day of the succeeding month)

Sr. No.	File No	Fellow's Unique ID	Fellow's Name	Fellow's Designation	Month & Year	Month days	HRA Days	Stipend Amount	Date of leave/Absence	Balance Leave

It is certified that the Research Fellow(s), Associate(s) whose attendance authentication is done online has/have regularly attended the office to pursue his/her/their research work and have availed leaves with stipend that was applicable to him/her/them in accordance to Leave rules of the CSIR fellowship during the month of the attendance certification.

*Enter 'N/A', if HRA is not claimed.

Chairperson
(Along with stamp)

HUMAN RESOURCE DEVELOPMENT GROUP
CSIR Complex, Library Avenue, Pusa
New Delhi-110012 India

No. HRDG/Fellowship/Com/2022

Dated :12.07.2023

To
The Directors of CSIR labs/Registrar/ Vice-chancellor/Head of Universities/Institutes/fellows

Subject: Disbursal of Contingency grant -reg

Sir/Madam,

In continuation of HRDG letters No. HRDG/Fellowship/Com/2022 dated 17.01.2023 and 09.02.2023 on the subject cited above all concerned are further informed that henceforth all contingency claim will be admitted in the revised Contingency reimbursement claim form (Annexure VIII) through newfms.

Thanking You,

Yours faithfully



(Atul Kumar Jain)

Under Secretary (EMR-1)

Copy to:

- 1) All Concerned – through HRDG website
- 2) PS to Head HRDG
- 3) Sr. Dy FA/ Dy FA
- 4) Head IT – for necessary updation on HRDG website
- 5) FAO(EMR-3)
- 6) Office Copy

Council of Scientific and Industrial Research
Human Resource Development Group

Contingency reimbursement claim form for financial year _____

- 1- Name of Awardee:
- 2- File Number:
- 3- Name of the fellowship under which He/she is working (JRF/SRF/RA/SPMF/NPDF/SRA):
4. Contingency grant is utilized as per the following:

- (i) Expenditure towards research related works
- (ii) Towards meeting journey fare and DA*- during tours the research fellows/ Associates (entitled to TA/DA as admissible in case of Government servants in the pay level of 6 of VII CPC Pay Matrix); DA will be limited to 50 days in a year.
- (iii) Towards meeting TA/DA of outside expert members of the assessment committee as per entitled fare
- (iv) Utilization of grant for registration of Ph.D. and submission of thesis

*Approving the tour of the research fellows/ Associated for: -

- (i) Attending Symposia/ Seminars/ Conferences in India provided the Fellows/ Associates are presenting papers that have been accepted and for attending Workshops/ Training Courses relevant to the research projects;

5. It is also certified that contingency **grant has not been utilized** for the following:

- (a) Foreign travel or other expenses for visit abroad;
- (b) Payment of semester fees.

Important note:

Total contingency expenditure in a financial year will be within payable contingency grant.

6. Certified that the expenditure of Rs. out of the payable contingency grant for the financial year..... has actually been incurred in accordance with the prescribed by CSIR HRDG fellowship guidelines. The claim bills/ invoices have been verified /admitted and are true in accordance with HRDG fellowship guidelines and retained at the Host Institute and necessary entries made in the ledger as per prescribed format of CSIR HRDG. If, as a result of a check or audit objection, some irregularity is noticed at a later stage, action will be taken to refund/adjust or regularize the objected amount.

(Signature of fellow)

(Guide/ Head of Department)

(Seal)

(Registrar/Principal/Director)

(Seal of University/Institution)

Note: The claim bills/invoice have been verified and are true in accordance with HRDG fellowship guidelines and the record of the bills is maintained in the department with the supporting documents/bills/vouchers for future reference.

Guide/Head of the Department
(seal)