



**GAUHATI UNIVERSITY**

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**NOTIFICATION**

It is notified for information of all concerned that the recent changes made for ensuring timely and regular payment by the CSIR, all the Research Fellows/Students for getting Fellowship/Scholarship etc. from the CSIR under HRDG need to submit their monthly bill(s) of fellowship/contingency to CSIR as per enclosed guidelines and format on monthly basis w.e.f. 01-01-2020 within 5<sup>th</sup> day of the every month to the Nodal officer, Project Cell at 2<sup>nd</sup> Floor, Administrative Building, G.U.

**Sd/-H. K. Nath**  
**Registrar**  
**Gauhati University**

**Memo No. GU/UGC/Circular/ 2020/ 75-122**

**Date. 21-1-2020**

Copy forwarded for information & necessary action to: -

1. The Secretary University Classes, G.U.
2. The Treasurer, i/c, G.U.
3. All Heads of the Teaching Departments, G.U.
4. Mr. Surajit Roy, Nodal Officer, Project Cell, G.U.
- ✓ 5. System officer, G.U. for uploading in GU website.
6. Office file.

**Registrar**  
**Gauhati University**

*Gualis*  
21/01/2020



### 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 05<sup>th</sup> 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](mailto: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](mailto: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](mailto: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 20<sup>th</sup> 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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Human Resource Development Group (HRDG)  
Council of Scientific & Industrial Research  
Grant-in-aid Claim Bill

Part-B: Individual Release of Grants

Name of the host institute: .....

Sno	Name of the beneficiary (Research fellow)/other awardee and the position held by him/her	HRDG(CSIR) sanction letter no./file no.	Monthly amount of pay/fellowship/honorarium, etc.	Sanctioned tenure upto & CSIR-HRDG/CSIR Laboratory OM No. with date	Bank account number of the beneficiary seeded with the Aadhar Number	Name of the bank with IFSC Code where the beneficiary has his/her account	Aadhar Number of the Beneficiary	Period of Payment		Grant claimed					Total number of days the beneficiary remained absent (without pay) during the month	Amount deducted on account of without pay	Any other deductions, please specify (Licence fee/hostel fee etc.)	Net amount payable
								From	To	Fellowship	HRA	Honorarium	Any other amount payable	Gross amount				

Certified that the Research Fellow has regularly attended the office to pursue his/her research work and availed ..... days leave during the month (Please see leave rule available on HRDG-CSIR website [www.csirhrdg.res.in](http://www.csirhrdg.res.in)).

Name and Signature of Registrar/Principal/Administrative Officer/Finance & Accounts Officer  
With Official Seal

**Important: Separate claim bills for Fellowships & Associateships/EMR Projects/SSB Awards/YSA Awards/Travel Grants/Emeritus Scientist/Research Fellows in EMR funded projects, etc.**