



*Office of the Registrar*  
**VIDYASAGAR UNIVERSITY**

Midnapore - 721 102.

Dated : 21.04.2025

**NOTIFICATION**

It is hereby notified for general information that we received an Office Memorandum bearing No. Advisory/2023-24/EMR 1 dated 11.04.2025 from the Under Secretary, EMR 1, CSIR-Human Resource Development Group, New Delhi relating to the advisory with regard to the Fellowships/Associateships of the Research Fellows/Associates hosted at various Universities/Institutes/Colleges, a copy of which is being forwarded to all for their information and necessary action in the matter.

All Heads of the Academic Departments of this University are being informed accordingly and are requested to kindly do the needful in this regard and are also requested to circulate the same amongst the concerned fellowship holders for this purpose.

This notification is issued with the approval of the competent authority.

*Sd/-*  
(Dr. J. K. Nandi)  
*Registrar.*

Encl. : as stated above.

Memo No. : VU/R/Noti./C0132/2025 dated 21.04.2025.

*Copy forwarded for information and necessary action to :*

- (1) the Deans of the faculty concerned ;
- (2) the Heads of all academic departments ;
- (3) the Director, Internal Quality Assurance Cell ;
- (4) the Senior Information Scientist for uploading the same on the University website ;
- (5) the Secretary to the Vice-chancellor for kind information of the Hon'ble Vice-chancellor ;
- (6) the Dealing assistant who looks after the fellowship related matters ;
- (7) relevant file.



*[Signature]*  
21/04/25  
*Registrar.*

*Registrar*  
VIDYASAGAR UNIVERSITY  
Midnapore-721102, W.B.

No. Advisory/2023-24/EMR I

Date: 11-04-2025

2589

OFFICE MEMORANDUM

Attention is invited to the following issues being faced with regard to the Fellowships/Associateships of the Research Fellows/Associates hosted at various Universities/Institutes/Colleges:

1. Many Research Fellows have not been complying with the timelines for submission of documents towards their upgradation/continuation/extension, as stipulated in the relevant guidelines and are submitting their documents after the lapse of the stipulated timelines.
2. It is clearly mentioned in the CSIR guidelines that prior approval of CSIR is mandatory for transfer of fellowship from one University/Institute/College to another University/Institute/College. Despite these instructions, many Research Fellows have been leaving their PhD programme/CSIR fellowships from their current Institutes without obtaining prior approval of CSIR and have also been joining PhD programmes at other Institutes, that too without prior approval of CSIR. Similarly, the Universities/Institutes/Colleges have been allowing the Fellows to leave the fellowship on transfer without obtaining specific approval from CSIR while also allowing some Fellows to join on transfer without ascertaining that prior approval for transfer has been obtained by the Fellow from CSIR. This is in complete violation of the CSIR norms.
3. Though CSIR guidelines stipulate that the Fellow shall correspond with CSIR only through the Guide with the approval of the Head of the Institution, the Research Fellows have been sending emails to multiple authorities directly, bypassing the prescribed channel of submissions. This action of Fellows too is in violation of the prescribed CSIR norms in this regard.
4. Adequate care is not taken by the Fellows/Checkers/Makers while submitting their joining reports on the New FMS portal, leading to creation of incorrect information in the database. Fellows/Checkers/Makers must make sure that correct information is provided on the portal.
5. No Objection Certificates, wherever required, are not submitted on the letterheads of the Universities/Institutes/Colleges. They must be produced on the letterheads and not on plain papers by the concerned authorities.

All concerned are, therefore, advised to take notice of the above while also complying with the instructions/guidelines on the subject as non-compliance in these matters may lead to adverse consequences including the delay in processing the fellowship claims/termination of fellowships etc.

  
(Yagnesh R Trivedi)  
11/04/25  
UNDER SECRETARY, EMR I

Copy to:

1. The Vice Chancellors/Registrars/Directors/Principals of all Universities/Institutes/Colleges through CSIR HRDG website
  2. Checker and Makers of all Universities/Institutes/Colleges through CSIR HRDG website with a request to bring the contents of this OM to the notice of the Research Fellows/Associates hosted at their Universities/Institutes/Colleges
  3. Sr. Dy. FA, EMR Finance
  4. Shri Pankaj Goswami, Deputy Secretary, EMR I
  5. All officials of EMR I
  6. PS to Head, CSIR HRDG
  7. Dr. Manish Bhardwaj, Sr. Principal Scientist & Head, IT with a request to upload this OM on the CSIR HRDG website
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