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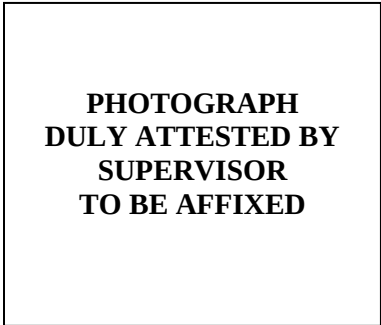
on July 23, 2018

*(You are advised to visit the website of funding
agency and download the latest forms)*

UNDERTAKING BY A RESEARCH FELLOW/ ASSOCIATE ON ACCEPTANCE OF THE AWARD OF RESEARCH FELLOWSHIP/ ASSOCIATESHIP

I Son/Daughter/Wife of Shri resident of have been awarded the Junior/Senior Research Fellowship/SRF-Extended/SPM Fellow/Research Associateship/CSIR-Nehru PDF of the Council of Scientific & Industrial Research (hereinafter called Council). I accept the award and undertake that:

- I. During the entire tenure of the Fellowship/Associateship, I shall abide by the rules and regulations of the Council. Any change in rules and regulations by the Council in future will be applicable to me.
- II. I shall devote full time to research during the tenure of Fellowship/Associateship except as provided in the rules.
- III. I shall obtain the approval of the Council before accepting any award or allowance, if offered to me during the tenure of Fellowship/Associateship.
- IV. I shall prepare the progress report of my work of at the end of each year and communicate it to the Council through the Guide / Supervisor / Faculty Member.
- V. I shall send two copies of a detailed consolidated report of research work through the Supervisor on termination of the Fellowship / Associateship.
- VI. I also hereby declare that if the results of research are such that can be exploited commercially by taking a patent or otherwise commercial exploitation and patent rights will be decided/governed as per the rules for Fellowships/Associateships on Patents available on www.csirhrdg.res.in.
- VII. I have gone through CSIR Terms & Conditions & have clearly understood that the fellowship is for a fixed period / tenure of 2/3/4 Years for JRF/SRF i.e. a total of 5 Years for JRF+SRF and for Research Associates, initially for a period of one year, extendable on yearly basis at the discretion of CSIR upto a maximum of three years. For SRF-Extended, the tenure is one year only. For CSIRNehru PDF, the tenure is 2 years whereas the tenure for SPM Fellow is 5 years.
- VIII. **I further understand clearly that I shall have no claim whatsoever for regular / permanent absorption on expiry of Fellowship / Associateship.**



Signature of the Research Fellow/Associate with date

Name of Supervisor/guide:

Email address of Supervisor/guide:

**Signature of Supervisor/guide:
with Official Seal & Date**

I report myself on duty as Junior / Senior Research Fellow / SRF-Extended/ SPM Fellow/Research Associate/CSIR-Nehru PDF in the Forenoon/Afternoon of (Date) at(Name of Department) of(Name of University / Institute / College). **In JRF/SPMF cases, date of joining will be the date of issue of JRF (NET) certificate or effective date of fellowship or actual date of joining whichever is later. Without receiving NET certificate from Examination Unit, the candidate cannot join and the joining report in such cases will not be accepted.**

Signature of the Research Fellow/Associate with date

**Signature of the Head of the Deptt. /
Dean of the Faculty/Registrar
With Official Seal & Date**

Declaration by the Research Fellow/Associate

I, Shri/Mrs/Kumari/Dr declare as under:

1. That as a recipient of the Council's Fellowship/Associateship, I shall be governed by the disciplinary regulations of the host institute where I have proposed to avail the CSIR fellowship/associateship for pursuing my doctoral/postdoctoral research work.
2. That I have never been punished or debarred from government (central/state), autonomous organization and CSIR service.
3. That my fellowship will be liable to cancellation for any kind of misconduct.

{ Signature of the Research Fellow/Associate }

Roll No. _____
Date of Exam _____

ATTESTATION

(Name of the Candidate)

I recommend the candidate for the award of Junior Research Fellowship and undertake to guide him/her on:

(Please indicate topic)

For the duration of fellowship in case he/she is awarded the Fellowship by CSIR. Necessary facilities for research on the problem are available in the Institution. I also certify that I am authorized to guide Research Fellows under the University Rules. I have personally verified the concern degree, marks sheets and other relevant testimonials, which have been enclosed herewith by the candidates with reference to their original.

Signature Name and
Designation of Guide with
Name of the Univ./Instt.

Date _____

Necessary facilities are available and will be provided to the applicant for research during the tenure of Fellowship in case of his/her selection. The candidate will be allowed to join the Fellowship immediately on receiving the award and registered in the University for higher degree.

Signature & Name of Head of
the Department/Institution
with seal

Date _____

1. Topic of Research:

2. Board/Area of Research:

<u>Subject</u>	<u>Code No.</u>	<u>Subject</u>	<u>Code No.</u>
Physics	01	Biophysics	11
Pure Mathematics	02	Medical & Allied Sciences	12
Applied Mathematics	03	Botany	13
Statistics & Operational Res.	04	Zoology	14
Analytical Chemistry	05	Geology	15
Applied/Industrial Chem.	06	Geophysics	16
Inorganic Chemistry	07	Geochemistry	17
Physical Chemistry	08	Meteorology & Oceanography	18
Organic Chemistry	09	Engineering & Tech.	19
Biochemistry	10	Others	20

**Subject Code number may be ticked/encircled.

3. The proposed work indicating overall aim of the research and how it is to be progressed may be described briefly (in the space provided below)

Proforma for Annual Progress Report of Research Fellow/Associate

1. Name of the Fellow/Associate:
2. Email Address of the Fellow/Associate:
3. Nature of Fellowship (JRF(NET)/SRF(NET)/SRF/RA):
4. CSIR Award No.:
5. Name, designation and address of Guide:
6. Place of work (Names of the Department/Institute/University/College, etc.):
7. Date of joining:
8. Period upto which fellowship is tenable:
9. Date of registration for higher degree (PhD):
10. (a) Topic of Research :
(b) Broad Subject Area :
11. Objective in undertaking work :
12. Period of Report: From to
13. Attendance :
(a) Total No. of working days during the period under report:
(b) Out of these, total no. of days in which the Fellow/Associate was present and worked:
(c) Number of days for which leave was sanctioned:
14. Detailed report about the research work done during the above mentioned period. This should include quantitative results of research presented in Table(s)/Figure(s), discussion and conclusions drawn (separate sheets should be attached):
15. Summary of research work done during this period (in not more than 300 words: a separate sheet may be attached):
16. Plan of work for the next year (separate sheet may be attached):
17. Research papers published/accepted for publication/communicated for publication (Details of authors, title, journal, volume, page number and reprints of published papers/preprints of accepted papers/and manuscripts papers must be sent):
18. It is affirmed that I have devoted my full time to research and that I did not take up any other paper. paid or unpaid without taking written permission from CSIR. It is also certified that due acknowledgement of CSIR Financial assistance has been made in the published

Date:

Signature of Fellow/Associate

19. Overall assessment and comment of the Guide:

- (a) It is certified that the information provided above and in separate pages enclosed with this report by the Fellow/Associate is correct to the best of my acknowledge and belief.
- (b) My specific comments about the performance of above Fellow/Associate are as under :-

Date:

Signature of the Guide/Supervisor/Head

THREE MEMBERS ASSESSMENT COMMITTEE REPORT FOR JRF

ASSESSMENT FOR UPGRADATION OF MR/MRS _____ JRF WORKING
AT _____ ON COMPLETION OF TWO YEARS. THE CONSTITUTION OF
THE COMMITTEE

- | | | |
|----|---|--|
| 1. | DR _____
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/ INSTITUTE | EXTERNAL MEMBER
(must be from outside of the
university/institute) |
| 2. | HEAD OF THE DEPARTMENT
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY) | MEMBER |
| 3. | GUIDE/SUPERVISOR | MEMBER |

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS*

(Strike out whichever is not admissible)

In view of the outstanding/ very good/ satisfactory performance of the JRF, and also the fact that he/she has published work to his/her credit.

1. Mr/Mrs _____ may be upgraded as SRF(NET) and his/her stipend may be desired to Rs. 28,000/- per month.
2. Mr/Mrs _____ may be allowed to continue for third year on the existing rate of stipend.

MEMBER
(EXTERNAL)

MEMBER
GUIDE

MEMBER
(HOD)

THREE MEMBERS ASSESSMENT COMMITTEEREPORT FOR SRF/RA

ASSESSMENT OF DR/MR/MS _____ SRF/RA WORKING AT
 _____ ON COMPLETION OF TWO YEARS.

- | | | |
|----|---|--|
| 1. | DR _____
PROFESSOR/ASSOCIATE
PROFESSOR DEPARTMENT
UNIVERSITY/ INSTITUTE | EXTERNAL MEMBER
(must be from outside of the
university/institute) |
| 2. | HEAD OF THE DEPARTMENT
(IN CASE HOD IS THE GUIDE, THEN
DEAN OR ANY OTHER SENIOR
MEMBER OF THE FACULTY) | MEMBER |
| 3. | GUIDE/SUPERVISOR | MEMBER |

DATE, TIME AND VENUE OF ASSESSMENT/INTERVIEW

ASSESSMENT OF THE COMMITTEE

RECOMMENDATIONS

(Strike out whichever is not applicable)

In view of the outstanding/ very good/ satisfactory performance of the SRF/RA, and also the fact that he/she has published work to his/her credit, the Committee makes the following recommendations.

1. Mr/Mrs _____ may be allowed to continue for third/fourth* year.

MEMBER
(EXTERNAL)

MEMBER
(HOD)

MEMBER
GUIDE

*For SRF in Engineering & Medical Sciences.

Annexure-VIII

Proforma for Progress Report of Research Fellow/Associate for the entire duration of Fellowship/Associateship to be submitted on completion/termination of Fellowship/Associateship

1. Name of the Fellow/Associate :
- 1a. Email address of the Fellow/Associate:
2. Nature of Fellowship {JRF(NET)/SRF(NET)/SRF/RA}:
3. CSIR Award No. :
4. Name, designation and address of Guide:
5. Place of work (names of the Department, Institute/University/College):
6. Date of Joining:
7. Date of relinquishing the Fellowship/Associateship:
8. Date of registration for higher degree (PhD):
9. (a) Topic of Research:
(b) Broad Subject area:
10. Objective in undertaking research:
11. Period of Fellowship/Associateship availed (in Years & Months):
12. Attendance record:
13. Summary of work done. Actual research achievement may be summarized in about 500 to 1000 words:
14. (a) Consolidated report of work done during the entire period of Fellowship/Associateship. This should bring out clearly the original objectives and how far these have been achieved, emphasizing the salient features of the work done by giving quantitative data and its interpretation.
(b) Research paper published/accepted for publication/communicated for publication (Full details of authors, title, journal, volume, year and page number may be given and reprints/preprints of research papers must be enclosed. If some papers are submitted for publication or are published after submission of Annexure-VIII, their

copies may be sent to EMR Division as soon as available by giving reference of CSIR Award No. This may be ensured by the Guide/Supervisor.

(c) Whether PhD thesis has been submitted: Yes/No

(d) Which higher degree has been obtained:

15. In case of the Fellowship/Associateship has not been availed for the full tenure, the reasons for discontinuing may be given, such as getting a job, going abroad, lack of facilities/guidance, personal factors, etc.
16. Whether the works is of any applied importance and, if so, whether patent has been/can be taken? If yes, whether CSIR has been approached.
17. Future correspondence address of the Fellow/Associate:
18. Any remark/comment:

Date:

Signature of Fellow/Associate

19. Overall assessment and comments of the guide:

Date:

Signature of the Guide/Supervisor/Head

GENERAL GUIDELINES

To facilitate speedy day to day working of the research Fellowships/Associateships of CSIR, the following power can be exercised by the guides¹ of Research Fellow/ Associates in concurrence with the Head of the Department/ Dean of the Faculty/ Director/ /Vice Chancellor.

1. Sanctioning of leave when it is due.

2. Approving of tours of research Fellows/ Associates for:

- i. Attending Symposia/Seminars/Conferences in India provided the Fellows/Associates are presenting paper that have been accepted and for attending Workshops/Training Courses relevant to the research projects;
- ii. Field work connected with research;
- iii. Computation work;
- iv. Consulting rare reference volumes in the nearest University/Research Institution library.

3. Utilization of contingent grant for the following:

- i. Acquisition of books and documents of relevance to the research topic provided these are not available in the library of the University/Institute².
- ii. Towards meeting actual train fare and DA³ during tours the research Fellows/ Associate will be entitled to TA/DA as admissible in case of Government servants drawing (Pre-Revised) basic pay @ Rs.8000/- pm⁴ & above but below Rs.16400 for RAs and Rs.4100 and above but below Rs.6500 for Research Fellows. However, DA will be limited to 50 days in a year.
- iii. Towards meeting TA/DA limited to first class/ entitled class rail fare of outside expert members of assessment Committee⁵.
- iv. Chemical/consumable items required for the research work.
- v. Equipment required exclusively for research.
- vi. Photographic materials for research or thesis work.
- vii. Computation charges.
- viii. Reprints/ Off- print of research papers.
- ix. Stationery and postal charges⁵.
- x. Typing of research papers if computer facility is not available in the host institution.
- xi. Registration fee for attending conference in India and abroad.
- xii. Any other purpose, specially authorized by CSIR.
- xiii. Contingency grant can be utilized for registration of Ph. D and submission of thesis.

Contingent grant cannot be utilized for:

- i. Foreign travel or other expenses for visit abroad.
- ii. Stationery items such as: pen, pencils, folders, file covers, carbon papers etc. and furniture items.

¹Senior Faculty member (or supervisor) for Research Associates

²The requisition is to be recommended by the supervisor and approved by the Head of the Department. The book will become the property of the University/ Institution's Library after purchase and could be issued to the Supervisor/ Fellow/Associates after accession for use by the indenting Fellow/Associates till his/ her research Fellowship/Associateship is over. Normally not more than 25% of the total annual contingent grant can be utilized for purpose.

³The calculation of the daily allowance will be made from the date of commencement of the journey to the date he/ she returns to the Headquarters.

⁴It is expected that Assessment Committee meetings be so fixed that services of experts can be utilized while they are on a visit to that institution.

⁵Not to exceed 20% of the contingent grant.

N.B. No expenditure can be incurred for purchasing furniture and office equipment.

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).

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.

