

IMPORTANT INTERNAL NOTICE FOR ALL CSIR FELLOWS (EMR I) OF UNIVERSITY OF CALCUTTA

With reference to a previous internal notice posted on this website dated 09-05-2021, this is to inform all CSIR fellows (EMR I) working in the University of Calcutta that the email address mentioned in previous notice (i.e., caluniv.emr1@gmail.com) is **being replaced with** the following new email address:

csirfellowship.online@caluniv.ac.in

All CSIR (EMR I) fellowship related matters should be submitted to this email address only from 01.09.2021 onwards and not to the previous email address.

In order to organize the clutter of emails, the fellows must ensure that **the following protocol be strictly followed in writing the subject/title of their emails:**

1. For **New Joinees:**

NEW JOINEE <Department>[SPACE]<first name>[SPACE]<last name>[SPACE]<joining month>

e.g., NEW JOINEE DEPARTMENTXYZ NAME SURNAME APRIL21

2. For **Upgradation** (from JRF to SRF):

UPGRADATION <department>[SPACE]<first name>[SPACE]<last name>[SPACE]<date of upgradation>

e.g., UPGRADATION DEPARTMENTXYZ NAME SURNAME 01.04.2021

3. For **Continuation:**

CONTINUATION [SPACE]<department>[SPACE]<first name>[SPACE]<last name>[SPACE]<date of joining>

e.g., CONTINUATION DEPARTMENTXYZ NAME SURNAME 02.01.2019

4. For **Extention:**

EXTENTION [SPACE]<department>[SPACE]<first name>[SPACE]<last name>[SPACE]<date of joining>

e.g., EXTENTION DEPARTMENTXYZ NAME SURNAME 02.01.2019

5. For **Leave:**

LEAVE [SPACE] <department> [SPACE] <first name> [SPACE] <last name> [SPACE] <leave start date> to <leave end date>

E.g., LEAVE DEPARTMENTXYZ NAME SURNAME 12.04.2021 to 25.04.2021

6. For **Resignation:**

RESIGN [SPACE] <department> [SPACE] <first name> [SPACE] <last name> [SPACE] <date of resignation>

e.g., RESIGN DEPARTMENTXYZ NAME SURNAME 31.03.2021

7. For **Monthly Attendance:**

ATTENDANCE [SPACE] <department> [SPACE] <first name> [SPACE] <last name> [SPACE] <month> [SPACE] <year>

e.g., ATTENDANCE DEPARTMENTXYZ NAME SURNAME JULY 2021

For all other cases please mention the name of department and the full name in the subject matter. **Non-compliance to these instructions may cause inadvertent delay in processing.**

The fellows must clearly mention their CSIR file number in their email. Fellows are advised to carry out **all official communications using email only to this new email address** and avoid communication through other media. Fellows and their respective supervisors are informed that there are a few technical issues that are emerging now and then in the CSIR portal and therefore certain issues may arise in disbursement and handling of fellowships. The fellows may contact the CSIR directly through the grievance addresses system of CSIR fellowship and forward/communicate the resolutions given by CSIR to the DPO using the email address given above, if required.

Those CSIR fellows who have already resigned or submitted their Ph.D. thesis or those who are to resign before their date of termination of fellowship, must get themselves registered in the CSIR online portal (if not done already) and submit a resignation request using their profile dashboard options.

The monthly attendance documents (i.e., usual 'claim forms') should all be signed either by the respective supervisor or by the concerned HOD (in absence of the respective supervisor only) before being submitted by email. **Attendances of a given month must be submitted within 2nd of next month for timely processing.** Such documents should contain clear information in tabular or indexed format including the following:

Name of fellow, CSIR File no. / Sanction No., Department, Supervisor name, Date of termination, Period of Attendance (i.e., month and year), Remarks (if any).

All serious issues regarding CSIR fellowship related matters may be reported to the DPO using the given email address. Supervisors may directly contact the DPO, in case of any urgency.

Please note that the online portal and online processing of CSIR fellowship is quite new and being continuously developed. It may take some time to get this smoothly streamlined. It is expected that pending issues will be resolved through cooperation and coordination between the fellows, their supervisors and our office.

By Order

Development and Planning Officer

University of Calcutta