

Subject: Implementation of NewFMS software an End-to-End Solution - CSIR-HRDG

To: <vcoffice@kashmiruniversity.ac.in>, <registrar@kashmiruniversity.ac.in>

Cc: DHIRENDRA BANSAL <dbansal@csio.res.in>

Dear Sir/ Madam

The Human Resource Development Group (HRDG) of the Council of Scientific & Industrial Research (CSIR) is in the process of automation of its functions and introducing a web based application "New Fellowship Management System". The system is under the process of implementation which comprise of following modules:

- Institutional Registration Module
- Fellowship bill generation module
- Online Attendance Certification Module (OAM)
- Online Students Module (OSM) (includes for existing research fellows & institute registration for NewFMS an "End-to-End Solution" for our fellowship)

The operations of EMR (CSIR) functions will undergo transitions in terms of fellowship management processes with minimum manual interventions during fellowship tenure of a CSIR research scholar. The new system is expected to facilitate the Research Scholars through host institute to carry out transactions in online mode viz. joining in the Institutes, applying for upgradation, extension and continuation, submitting the leave application, resignation letter, transfer requests etc. In addition they can apply online various requests such as Change of Institute, change of supervisor, change of research title etc.

The Online Attendance Certification Module (OAM) of the New Fellow Management System (NewFMS) is proposed to run in all institutes and there are the pre-requisites to be completed by participating Institutes for disbursement of monthly stipend bills. In this direction standard operating procedures (SOP)/User Manuals and SOP for registration of existing research fellows are available on <https://newfms.ncl.res.in>.

All institutes hosting CSIR research fellows have to be onboard the new portal <https://newfms.ncl.res.in> and for this institute registration, registration of checker/Nodal Officer & Maker is a needed. Institutes are therefore requested to fill the following proforma to get the initial Login ID and Password from the CSIR-Human Resource Development Group to be onboard on online portal of CSIR.

Name of the Head of the Institute/University/College	
Name of the institute	
Institute_address-Line1	
Institute_address-Line2	
Institute_City	
Institute_District	
Institute_State	
Institute_PIN Code	
Official Email Address (for sending the initial login credentials by CSIR-HRDG)	
Institute_Phone No. (with STD Code)	
Mobile Number of Head of the Institute	

Above proforma can also be downloaded from CSIR-HRDG website from the following link:
<https://csirhrdg.res.in/SiteContent/ManagedContent/ATContent/20210409170458035System.pdf>

Once the above information is received, the login credentials will be sent at the official email address provided by the Institute in above proforma.

For any further clarification your office may contact Mr TAB Mulla, CSIR-NCL (Mob.: 8329209586), Mr SA Hasan, CSIR-HRDG (Mob.:9718404255) and Mr Rajesh Verma, CSIR-HRDG (Mob: 9868783381). This would be the first step for institutional registration after which claim bills and other documents could be forwarded by the institute in the NewFMS (NFMS) and the existing CSIR research fellows will be able to perform subsequent actions at their end.

Kindly ignore this email if already sent the above information to CSIR-HRDG.

With best regards,

Yours sincerely,

("Rajesh Verma on behalf of Dr A Ray, Head HRDG, CSIR").

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