

“New Fellowship Management System, Version-1”

2020

Institute Registration Process



CSIR-Human Resource Development Group, Pusa New Delhi

(Council of Scientific and Industrial Research)

Institute Registration Process

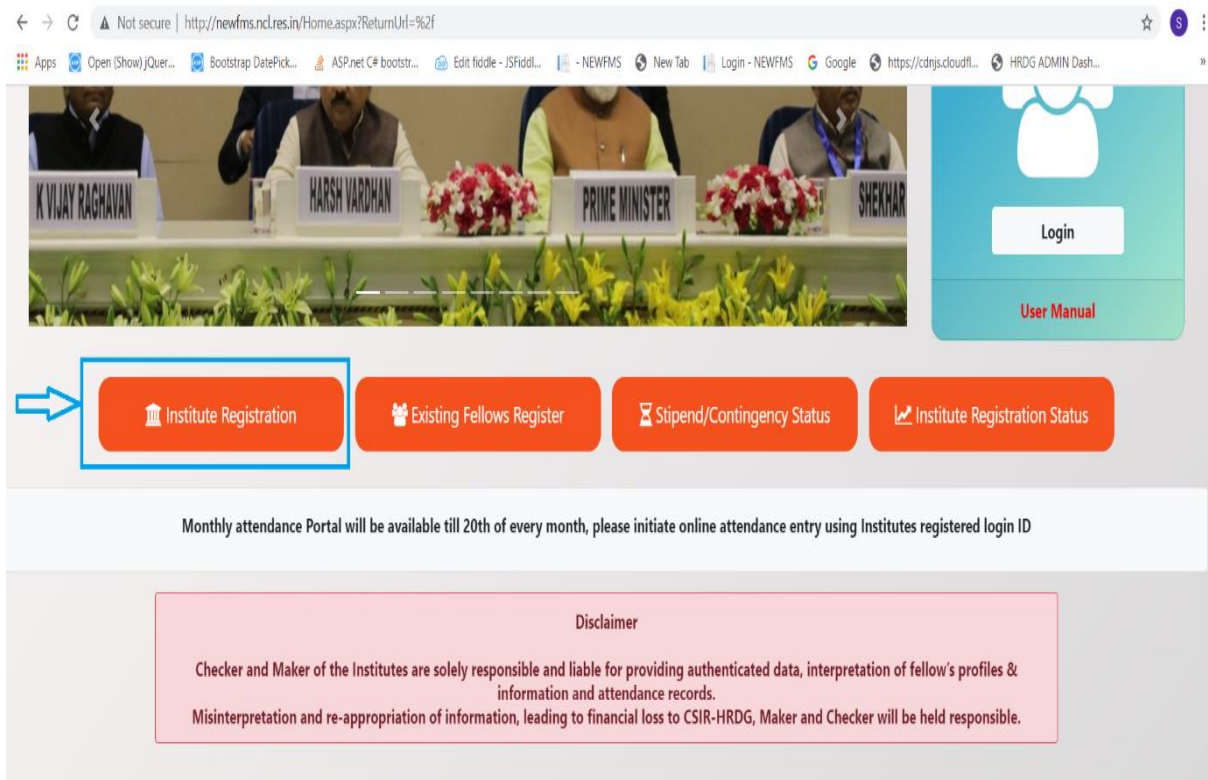
How to login to register your Institute?

1. Please use the credentials send by CSIR-HRDG to Head of your Institute
2. Head of the Institute should identify suitable staff with desired eligibility to function as Checker/Nodal Officer

Who is the CHECKER/ NODAL OFFICER?

Checker/ Nodal Officer is the role in the system that will approve every transaction raised either by maker or fellows

3. Checker/ Nodal Officer will go to the link : <https://newfms.ncl.res.in> and click on **“Institute Registration button”** (refer image below)




The screenshot shows a web browser window with the URL <http://newfms.ncl.res.in/Home.aspx?ReturnUrl=%2f>. The browser tabs include 'Apps', 'Open (Show) Quer...', 'Bootstrap DatePick...', 'ASP.net C# bootstr...', 'Edit fiddle - JSFiddl...', '-NEWFMS', 'New Tab', 'Login - NEWFMS', 'Google', 'https://cdnjs.cloudfl...', and 'HRDG ADMIN Dash...'. The main content area features a banner image of a panel discussion with participants K VIJAY RAGHAVAN, HARSH VARDHAN, PRIME MINISTER, and SHEKHAR. To the right of the banner is a teal sidebar with a 'Login' button and a 'User Manual' link. Below the banner is a row of four orange buttons: 'Institute Registration' (highlighted with a blue box and arrow), 'Existing Fellows Register', 'Stipend/Contingency Status', and 'Institute Registration Status'. Below the buttons is a notice: 'Monthly attendance Portal will be available till 20th of every month, please initiate online attendance entry using Institutes registered login ID'. At the bottom is a pink disclaimer box.

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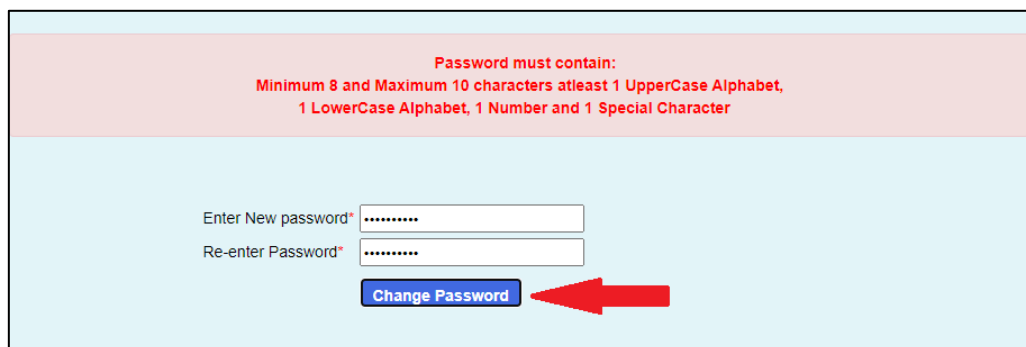
Disclaimer

Checker and Maker of the Institutes are solely responsible and liable for providing authenticated data, interpretation of fellow's profiles & information and attendance records. Misinterpretation and re-appropriation of information, leading to financial loss to CSIR-HRDG, Maker and Checker will be held responsible.

4. A login page will open and the **checker/Nodal Officer** has to enter the credentials shared by the HRDG.



5. After successful login **checker** will be redirected to a “**change password**” form. Checker has to enter new password as per the password policy mentioned in the form in red to change password.



6. After successfully changing the password, System will redirect to login page again. User is expected to login with new password.
7. After successful login with the new password the **checker** will be redirected to the **institute registration form**. **Details displayed on the page are in non-editable mode.**
(Note: the details displayed could be incomplete/incorrect fully or partially)
The user is expected to click on **EDIT button to enable the Editing of Institute details.**

Instructions are clearly written against each fields of the form (expected to be filled by the Checker of the Institute). Instructions have been specified in the form the manner in which the form is supposed to be filled. Click on “Edit” button to make the form editable to fill the institute details.

The screenshot shows the CSIR Human Resource Development Group registration form. At the top left is the CSIR logo with the tagline 'Reinventing CSIR TRANSFORMING OUR ENTERPRISE'. To the right, it says 'Council of Scientific and Industrial Research HUMAN RESOURCE DEVELOPMENT GROUP'. A 'Logout' button is in the top right. A red banner at the top center says '>> Click Here! << To read the Instructions before proceeding'. Below this is a green link 'Click Edit to Modify >>' and a blue 'Edit' button with a red arrow pointing to it. The form fields include: Institute Code (09/1095), Institute Full Name* (SHANMUGA ARTS SCIENCE TECHN...), Short Name* (SASTRA), Address Line 1*, Address Line 2 (OPTIONAL), State* (TAMIL NADU), District* (---Select---), City/Town*, Pincode* (613401), Bank Name*, Account Number*, IFSC* (with instruction: Enter 11 digit alpha-numeric IFSC code), Institute Official Email ID*, Institutes Official Mobile/Phone* (with instruction: If Phone number then enter along with STD Code or else 10 digit Mobile number), Checker Officer Name* (with instruction: No Salutations only name eg. Satish Shah instead of Mr.Satish Shah), Checker Officer Email ID*, Checker Officer Mobile Number*, Checker Aadhaar Number, Designation* (---Select---), and Department*. A 'Cancel' button is at the bottom center.

8. After filling the form **checker** can submit the institute registration form by clicking “**update**” button, a pop-up message will be displayed saying “**Institute has been Registered successfully**”.



“INSTITUTE IS REGISTERED AND CHECKER DETAILS ARE ALSO REGISTERED” at this stage

Checker Login

After completing Institute Registration **checker** can login to the redirected <https://www.newfms.ncl.res.in>. Use the following credentials

User name (checker email Id filled during Institute Registration)
Password (changed password while registration of the Institute)

Human Resource Development Group
Council of Scientific & Industrial Research

Sign In

UserName

Password

A36E Captcha

Sign In

[Forgot Password?](#)
[Home](#)

Checker Email id

Password used for Institute Registration

OTP will be auto generated.

Credentials will be verified

Human Resource Development Group
Council of Scientific & Industrial Research

Verify OTP

OTP sent on 96****838 mobile number

Verify

[Resend OTP](#)

On successful verification **checker** will be redirected to **security question** page where **3 questions** has to be selected and answered

User is requested to keep on record the “Answers” for future verification during forgot password.

SECURITY DETAILS

Security Question 1* Answer*

--Select-- Security Question 1

Security Question 2* Answer*

--Select-- Security Question 2

Security Question 3* Answer*

--Select-- Security Question 3

Save Security Question

After security questions Checker will be redirecting to checkers dashboard where multiple process/approvals will be operated by the checker.

Checker has to register maker of the institute.

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Council of Scientific & Industrial Research

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GRIEVANCE PORTAL VIDEO-TUTORIAL

Welcome : thomassubin314@gmail.com Institute Code : 09/0013 Role : Checker Last Login : 05-Apr-2021 11:23:24 LOGOUT

Institute Maker Registration ←

Click on Pending/Passed to see further details of it.

Monthly Certification of Fellow	0 Pending	11 Passed	0 Refer Back
Contingency Bill's of Fellow	0 Pending	4 Passed	0 Refer Back
Existing Fellow Registration	0 Pending	5 Passed	

For the maker registration refer above image. After click on **Institute Maker Registration** open below image. Before **proceeding to read the Instruction**

INSTITUTE MAKER REGISTRATION

[>> Click Here! << To read the instructions before proceeding](#)

INSTITUTE DETAILS

Institute Code 09/0013	Name BANARAS HINDU UNIVERSITY	Short Name BHU
Address dddsds	City/Town City/Town	State UTTAR PRADESH
Bank Name BANK OF BARODA	IFSC BARB0BHUVAR	Account Number 27790200000003
Nodal Officer Name Nodal Officer Name	Nodal Officer Email Nodal Officer Email	Nodal Officer Mobile no Nodal Officer Mobile no
	District Varanasi	Pin Code 221005
	Institute EmailID Institute EmailID	Institute Phone Institute Phone
	Department Department	Designation Designation

AUTHORISED MAKER DETAILS

Salutation* --Select--	First name* FIRST NAME	Middle name MIDDLE NAME	Last name* LAST NAME
Email ID-1* Email ID-1	Email ID-2 Email ID-2	Mobile No* Mobile No	Mobile No(Alternate) Mobile No(Alternate)
Department* DEPARTMENT	Designation* --Select--	Id card number* Id Card Number	Department/Office Landline* LandlineNo
Aadhar Number(Optional) AADHAR NO			

SECURITY DETAILS OF THE AUTHORISED MAKER

Security Question 1* --Select--	Answer* SECURITY QUESTION 1	Security Question 2* --Select--	Answer* SECURITY QUESTION 2
Security Question 3* --Select--	Answer* SECURITY QUESTION 3		

DOCUMENTS

Photograph No file chosen

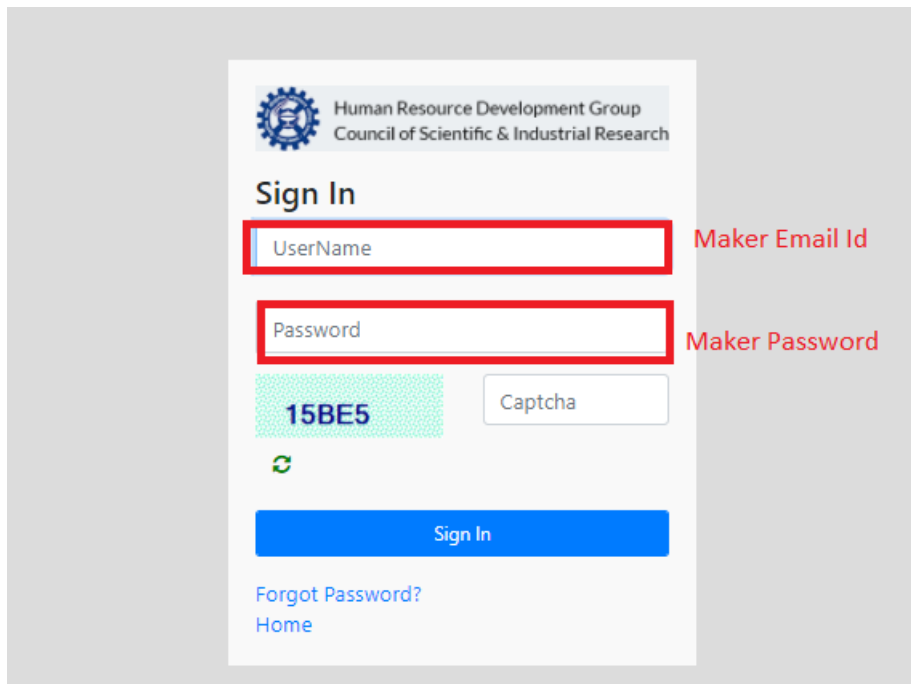
Id Card No file chosen

Click [>> Click Here! << To read the instructions before proceeding](#) to read the page instructions how to fill the Maker registration form. Fill the form and click submit button to register maker and a message will be displayed after successful registration and credential will be sent on maker email id given during Maker registration.

Maker registered successfully !!!! Registration no. is 'IUREGN/2020/09/1095'.

Note: Email ID-1 and mobile number should be correctly entered and checked before submitting the form (login credential of maker will be sent on registered email) and a confirmation message will be sent on mobile number of maker.

After maker registration **credentials send on maker email id1 and OTP will be auto generated.**



FUNCTIONS TO PERFORM BY CHECKER ON THE DASH BOARD

1. Register the Maker of the Institute – mandatory to be done now
2. Verify the fellow master list (view only) – the details of the fellow master are as is basis shown here, which will automatically get corrected, once after the existing fellows will start the registration
3. Maker Master – checker can de-activate and create new maker of the Institute
Also modify the information of the existing maker
4. Leave account – checker can view only, the leave account of all the research fellows

Category	Pending	Passed	Refer Back
Monthly Certification of Fellow	1	43	0
Contingency Bill's of Fellow	3	15	
Existing Fellow Registration	0	0	