

“New Fellowship Management System, Version-1”

2020

Maker Registration Process



CSIR-Human Resource Development Group, Pusa New Delhi

(Council of Scientific and Industrial Research)

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)

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Sign In

UserName

Password

A36E Captcha

Sign In

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

Checker Email id

Password used for Institute Registration

OTP will be auto loaded.

Credentials will be verified

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Verify OTP

OTP sent on 96****838 mobile number

Verify

[Resend OTP](#)

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

Checker has to register the maker of the institute.

Click on Institute Maker Registration link.

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Welcome : thomassubin314@gmail.commm 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.

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

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

BACK

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	ddccds	City/Town	UTTAR PRADESH	District	Varanasi
Bank Name	BANK OF BARODA	State	2779020000003	Pin Code	221005
Nodal Officer Name		IFSC	BARB0BHUNAR	Institute EmailID	
Nodal Officer Email		Account Number		Institute Phone	
		NodalOfficer Mobile no		Institute EmailID	
		NodalOfficer Email		Department	Designation

AUTHORIZED MAKER DETAILS

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

Aadhar Number(Optional)
AADHAR NO

SECURITY DETAILS OF THE AUTHORIZED MAKER

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

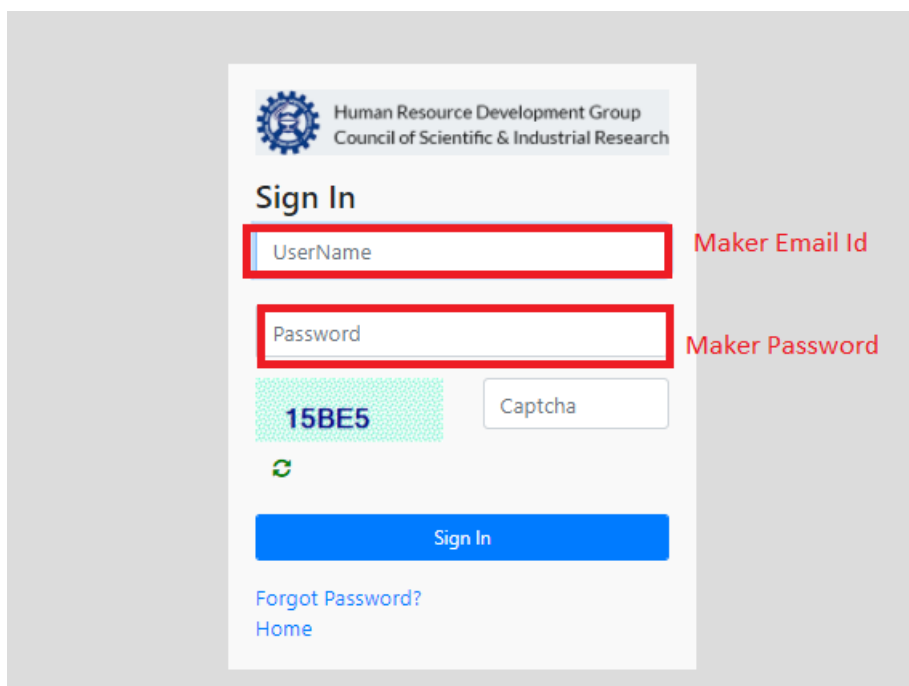
Note: Email ID-1 and mobile number should be correctly entered and checked before submitting the form (login credential of maker will be sent on registered email) and a confirmation message will be sent on mobile number of maker.

After maker registration form is submitted login credentials will be received in the maker email id1.

Now the maker has to login in <https://newfms.ncl.res.in>

Enter the credentials received in the mail and proceed to login.

Maker dashboard and maker functions are show in the below.



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Sign In

UserName Maker Email Id

Password Maker Password

15BE5 Captcha

Sign In

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

IMPORTANT FUNCTIONS TO PERFORM BY MAKER ON THE DASH BOARD

1. 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
2. Holiday Master – enter holiday calendar of the Institute
3. New Joinee – Join new research fellows
4. Prepare monthly certification of attendance for current month and previous period (only from [April 2021](#) onwards)
5. Refer the user manual for above in the manual section on the home page
6. Prepare DA arrear bill

7. Prepare stipend arrear bill
8. Submit contingency bill
9. Approve leave applications and leave rejoining
10. Approve medical claims
11. Exception handling – release upgradation/extension/continuation forms after verifying the documents
12. Approve upgradation/extension/continuation requests
13. Approve all type of change requests
14. View leave account
15. View passed attendance list
16. Reset fellow password
17. View report section

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Welcome : s2@gmail.com Institute Code : 08/0003 **Role : Maker** Last Login : 06-Apr-2021 12:14:19 **LOGOUT**

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

New Fellow Joining			
Institute Fellows			
Attendance MasterData			
Rectify Attendance			
Process Attendance			
DA Arrears Bill			
Stipend Arrear Bill	Referred Back Monthly Certification of Fellow	0 Pending	
Exception Handling	Existing Fellow Registration	0 Pending	0 Passed
Submit Contingency bill	Medical Claim Requests	0 Pending	0 Passed
Leave Account			
Passed Attendance List			
Holiday Master			
Reset Fellow's Password			