

## Instructions to fellows selected under Chief Minister Fellowship Program 2016

1. Kindly fill the joining letter in the prescribed format in triplet. And send one copy to Chief Research Officer, Directorate of Economics & Statistics, Mumbai. With signature of mentor. Keep one copy with you and handover one copy to your mentor.
2. Those who have not yet completed submission of relevant documents are required to complete it immediately.
3. Request your mentor to issue temporary ID card.
4. You will be paid Rs. 35,000 per month as stipend plus Rs. 5,000 per month as travelling allowance.
5. Those who have not submitted their attestation form are requested to send it immediately to Chief Research Officer, Directorate of Economics & Statistics, Mumbai.
6. You will be instructed to attend medical fitness test through a formal letter from Directorate of Economics and Statistics.
7. Dates of training will be communicated later on.
8. You have to join a place where you have been posted with your own expenditure.
9. You will be given Rs. 25,000 for purchase a laptop. Fellow has to purchase a laptop on their own & produce bill for reimbursement of cost laptop up to Rs. 25,000 only. After completion of your fellowship tenure or leaving the fellowship program before completion, you have to handover the laptop in working condition to Directorate of Economics & Statistics. Failing which, you will not be given the fellowship completion certificate and the cost of laptop if paid earlier will be recovered from you.
10. You are appointed as fellow strictly only for 11 months from the date of joining inclusive of the training period.
11. There will be no increase in stipend or travelling allowances during the fellowship tenure.
12. Candidate selected for fellowship will not be eligible for fellowship under this program in future.
13. In any case there will not be any increase in the tenure of fellowship.
14. Fellows are not liable to get any DA, interims, or pay commission related service benefits.
15. Fellows are not eligible to get any medical reimbursement during fellowship period.

16. All candidates are required to follow the respective rules of the department/ office. It is also mandatory to be punctual with office timings. While working as CM Fellow you will not be allowed to participate in any other job or organization unless the fellowship requires you to do so.
17. In case of a public holiday, if your mentor asks you to be present in the office then it is mandatory to be present.
18. During your term of 11months, seven-days casual leave is permissible. If the leave period exceeds seven-days, then a parallel amount will be deducted from the stipend.
19. A fellow cannot leave their respective head quarter without their mentor's permission.
20. The CM Fellowship does not guarantee any further employment in the Government service, post 11-month period.
21. In case of accidental death or disability of the candidate, their immediate family members will be given the amount of remuneration due to him/her.
22. During and after the competition of Fellowship, you are required to maintain absolute secrecy regarding all activities, innovation etc. Confidentiality is of utmost importance.
23. Fellows are not allowed to participate in any political activity or movement. Candidates are not allowed to accept any kind of donations.
24. Fellows are required to send their monthly progress report to their respective mentors as well as Directorate of Economics and Statistics.
25. If fellows have any innovative suggestions then they are expected to put forward instructions, expected inputs and expected outputs in their monthly report.
26. Quarterly evaluation of Fellows will be undertaken by the Director, Directorate of Economics and Statistics.
27. In case of work related travel, fellows are required to take permission from their mentor.
28. In case a Fellow gets involved with any fraudulent or criminal activity, then the State Government will not be held responsible for the Fellows actions.
29. If a Fellow's performance is unsatisfactory or the candidate fails to abide by the rules, then the fellowship of that candidate will cease and administrative action will be taken against him/her.
30. After the duration of 11-month contract, the Fellowship will be automatically terminated.