

ATTENDANCE CERTIFICATE

(to be submitted by JRF/SRF/Project Staff)

DECLARATION

Certified that I have attended the office and performed all works entrusted by the P.I. during the month of, 20..... However, I could not attend office during the period from to as I was on

(nature of leave). The absence may kindly be adjusted as per rules.

- 1. Project Sanction No. dated
2. Name of the Project:
3. Name of the JRF/SRF/Project Staff: (His/her Mobile Phone No.....)
4. SBI A/c No.
5. Department:
6. Name of the P.I.:
7. Fellowship amount: Rs.

Date:

Signature of JRF/SRF/Project Staff

Verification by Principal Investigator

Certified that the above facts mentioned by the JRF/SRF/Project Staff are true. His/her absence from duty during the period from to may be adjusted against.....(nature of leave) as per project rules.

Signature of Principal Investigator

For Official Use (Office of the Dean, Research and Consultancy)

The pay of Mr/Ms for the month of, 20....., is approved for release.

Signature of Asso. Dean (R & C)

For Accounts Section of the Institute

Head of A/cs:
Name of JRF/SRF/Project Staff:
Amount: (Rupees.....) only.
Cheque No. dated