

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.:

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