**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT**

**Attendance Statement of Project Staff Date:**

|  |  |  |
| --- | --- | --- |
| **Department** | **:** |  |

**File No. (as in the AS&FS). ………………………………………………………Date of AS&FS: ……………**

|  |  |  |
| --- | --- | --- |
| **Project A/C No.** | **:** |  |

**Appointment order Date :**

**Category of Staff :**

**Balance amount available under manpower:**

Details of Fellowship from ----------------------**to -----------------------**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Junior Research Fellow** | **Date of Joining** | **Amount per month/day as per approval**  **(Rs)** | **No of days physically present for duty** | **No of days worked from home** | **No of days on Leave** | **No of days on LOP** |
|  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No of days for which payment to be made** | **Amount to be paid (Rs)** | **Bank A/C details of project staff** | |
|  |  | A/C No: | IFSC code: |

Attach: (i) Photostat copies of the Appointment order/Approval for easy reference

(ii) Brief account of work done by the project staff

**Name & Signature of PI :**

**Recommendation of HOD :**

Note: (i) The attendance statement should reach R & C office on the first working day of next month. Please prepare separate statements for each category of staff.

*(For Office use)*

Received on:…………………

Processed for payment of Rs ……………………………….

R & C office Dean(R&C)