

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)