

ATTENDANCE CERTIFICATE

Name of the Project :

Name of the Principal Investigator / Controlling Officer :

Attendance Certificate for the Month of :

Sl. No.	Name	Designation (RA / SRF JRF/ YP-II / YP-I) *	No. of days in the Month	No. of Casual Leave availed during the month	Balance of Casual Leave available	No. of R.H. availed during the month	Balance of R.H. available	Date(s) & No. of days of Leave / Loss of Pay	No. of days worked (including the eligible leave period)
01.									
02.									
03.									

***Note : Furnish separate sheets for every projects and designated posts.**

Date :

Signature of the P.I / :

Controlling Officer :

For Office use

Necessary entries made in page no. _____ of Fellowship / YP Register.

Passed for Rs. _____/- (Rupees _____ only)

Dealing Assistant (Bills)

Drawing & Disbursing Officer