

<b>Monthly Attendance</b>
---------------------------

**Name of Fellowship/Scholarship scheme: -** \_\_\_\_\_

**Name of the Department (HPU):-** \_\_\_\_\_

Sr. No.	Name of the Research Fellow	Fellow Designation (JRF/SRF)	NET Reference/File No.	Period of Fellowship (For previous month)
				From (dd/mm/yyyy)

(Note: - This certificate must be submitted to the Finance Wing within **1st week of every month**,

<b>Certified that: -</b>			

(i) The said information has been prepared on the basis of Grant-in-aid Claim Bills/Continuation of work report submitted by the Research Fellow(s) to the Head of the department for office record.

(ii) The aforesaid Research Fellow(s) has/have regularly attended the office to pursue his/her research work.

Signature of Chairperson/Head of the Department			

Attendance/Continuation Certificate for fellowship/scholarship

\_\_\_\_\_ (CSIR, NET-JRF, Any other) (Note: Scholars list should be prepared scheme)

Fellowship/Scholarship Name(s) only, if any	Period of Fellowship/Scholarship (For current/latest month only)	Leaves without stipend, if any	Period of HRA (if applicable)	
			From (dd/mm/yyyy)	To (dd/mm/yyyy)

In case of absence/failing which, the attendance/continuation will be uploaded in the next month.)				

Continuation certificates/HRA certificates which are prescribed by the CSIR/UGC from time to time are to be submitted for research work and availed above mentioned days of leave during the month.


PROFORMA	
ie-wise separetaly)	
Confirmatio n of supervisor concerned (YES/NO)	Remark(s), If any
and the same are retained by this	