BIRLA INSTITUTE OF TECHNOLOGY

A Deemed University u/s 3 of UGC Act,1956

MESRA-835215 ( RANCHI ) INDIA

Absentee Report for Project Scholars

**Absentee Report for Payment of Salary for Project SRF/JRF/Project Fellow/ for the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date :**

**Earnings**

Project Name :

Project Code :

Memo No. :

UCO A/C No. :

Fellowship Amount :

HRA (%) :

Medical Allowance, if any:

**Deductions**

Hostel/Quarter Rent :

Mess Charges :

Mobile No. :

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Name & *Designation (or Roll Number if any)* | No. of working days | No. of days present(Including Sunday and Institute Holiday) | **No. of Days of Payment** | Period of absence | Nature of leave | Memo Valid up to | Remarks |
| 1. |  |  |  |  |  |  |  |  |

**Signature**

**Head of the Department Guide / PI DRIE**