NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Attendance Statement (Ad hoc/Contractual or Project Staff)

Department:

Head of A/C: Salary/Establishment/Non-Plan

|  |  |  |  |
| --- | --- | --- | --- |
| Adhoc Teaching | Adhoc Non Teaching Staff | Project Staff | NMR/Daily wages |

Category of Staff

**Details of Temporary Employment from \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Name of Staff | Date of Joining | Amount per month as per approval | No. of days for which payment to be made | Leave details | Amount to be paid | Bank A/C No. |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |

It is confirmed that:

1. *The terms of the staff are verified and found to be correct as per the appointment / extension memorandum.*
2. *The attendance status has been verified.*
3. *Copy of appointment/extension memorandum is enclosed for reference.*

Prepared by: Approved by:

Note: 1. The attendance statement should reach the J.S. (Bills), Accounts Section on the

last working day of every month to release the salary on the 5th working day of

the succeeding month

2. The attendance statement received after 1st working day of the month of the

preceding month will be processed for release of salary by 10th of the succeeding

month.

3. Please prepare separate statements for each category of staff.

*(For Office use)*

Received on: ……………………

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

Jr. Suptd. (Bills) Assistnat Registrar (Finance)