VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR
Attendance Statement
For Contract Person /JRF/SRF/TA/RA/Adjunct Assistant Professor of Practice, etc.

Date:

Name of person					
Designation					
Department					
Payment Account Head	Institute Account/TEQIP-III/TEQIP-III COE/ R & D Account/Any Other				
If payment Account Head is R& D Account	Project Number				
	Name of Funding Organization				
Office Order Number and Date					
Joining Note Number and Date					
Date of Joining (FN/AN)					
Contract Period	From		To		
Bank Account No.					
Pan Card Number					
Remuneration Per Month (with HRA Details)					
Whether Accommodation provided by Institute (Yes /No)					
Attendance Statement for the duration		From		To	
Total Leave Entitled During Contract		Balance leave (prior to the attendance statement Duration)			
Leave Availed	From	To			
Total Number of Absent Days		Leave Sanctioned/ Leave Not Sanctioned			
Balance Leave					
Remark (if any)					
Fund Available In Project (In Salary Head) (Certified by Account Section)			Signature		

Signature of Coordinator

Signature of Section Head

For Official Use

Attendance for the duration.................... to .... Month Days .... Remuneration Days ....

Verified By   Sr. Superintendent (Estt)   Assistant Registrar (Estt.)   Registrar / Dean(FW)