

ABSENTEE STATEMENT

This is to certify that the following, **PhD/ PDF/ NPDF/ RA/ Project Research Scientists/Staff/Student** was/ were **absent** during the period from **25th** 202 to **24th** 202

Sr.	Name	Registration No./ RP No.	Designation	Details of absentees			Leave Availed			Remarks if any
				From	To	Total Days	From	To	Total Days	
1										

It is Certified that the PhD/ PDF/ NPDF/ RA/ Project Research Scientists/Staff/Student is not availing Fellowship/Funding/Salary from any other source, except under this project, during the period of engagements.

(Name and Signature of the Supervisor/Mentor/PI with date)

INSTRUCTIONS TO THE SUPERVISORS/MENTOR/ PI

1. All the Supervisors/Mentor/PI need to submit the absentee statement by 24th of every month/ next working day if 24th is a holiday through email
2. If the absentee statement is not received from the Supervisor/Mentor/PI in time, salary will be processed for the whole month without any deduction.
3. Supervisor/ Mentor/ PI must ensure the correctness of the attendance of the **PhD/ PDF/ NPDF/ RA/ Project Research Scientists/Staff/Student**