



INSTITUTE OF NANO SCIENCE & TECHNOLOGY

(An Autonomous Research Institute of the Department of Science and Technology, Government of India)

Knowledge City, Sector 81, SAS Nagar, Mohali- 140306, Punjab

ABSENTEE STATEMENT

This is to certify that the following, PhD/ PDF/ NPDF/ RA-1/ Project Staff was/ were absent during the period from 25th _____ 202__ to 24th _____ 202__

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

**Name and Signature of the supervisor
with date**

INSTRUCTIONS TO THE SUPERVISORS/ PI

1. All the supervisors/ 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/ PI in time, salary will be processed for the whole month without any deduction.
3. Supervisor/ PI may ensure the correctness of the attendance of the students/ fellows/ Project Staff.