

Visvesvaraya National Institute of Technology, Nagpur

Release of Salary to Staff under Sponsored Research Projects

1.	Name of PI/Co-PI			Department:		
2.	Project Ledger No.					
3.	Name of the Staff			Position:		
4.	Office Order (Joining)	No. _____		Date _____		
5.	Whether the Institute is providing the accommodation	☐ Yes ☐ No _____				
6.	Remuneration	Rs. _____ + _____ % of HRA (if entitled as per office order) Total = Rs. _____ Per month Note: HRA shall not be claimed if the answer is 'Yes' in Row 5.				
7.	Leave Details	Total Leaves Entitled During Contract		Balance Leave (prior to the attendance statement duration)		
		Type of Leave	(CL / LWP)			
		Leave Availed	From		To	
		Total Number of Absent Days		Leave Sanctioned/ Leave Not Sanctioned		
		Balance Leave				
8.	Month & Year for which Salary to be released	From Date: _____ To Date: _____				
9.	Funds availability in project ledger for the disbursal of the salary	☐ Yes ☐ No _____				
10.	Bank Details	A/c Number: _____ Bank Name: _____ Bank Branch & Code: _____ IFSC Code: _____ Mobile: _____				

Signature of the PI/Co-PI

Head of the Department

[This form, filled by staff & signed by PI/Co-PI, should be submitted every month for release of salary]

To
The Assistant Registrar (Estt.)