 **NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR**

**G.E. Road, Raipur – 492010 (C.G.)**

Website: [www.nitrr.ac.in](http://www.nitrr.ac.in), email: dean\_rnc@nitrr.ac.in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPOSAL FOR RELEASE OF ASSISTANTSHIP FOR THE MONTH OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FOR THE DEPARTMENT OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SL No.**  | **Name of Research Assistant & Date of joining** | **Project Name & Funding Agency** | **Project No.** | **Contract Period up to** | **Days** **worked** | **Payable Sunday & Saturday** | **Payable Holiday** | **Absent /LWP** | **CL** | **Payable Days for Assistantship Award** | **Performance (not satisfactory /satisfactory )** | **Rs. Per Month**  | **Name & Signature of PI** |
| 01 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 02 |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Certificated that Contract period of above employees is / are in place.
2. Forwarded to Accounts Section for release of consolidated pay to employees concerned.

 Approved/Not Approved

Recommended/ Not Recommended Dean (R&C)

 **(Head of the Dept.)**

**For Office Use Only**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Designation** | **Per Day (Rs.)** | **Total Amount** | **SD Deduction** | **TDS** | **Net Amount Payable** | **BANK A/c NO.** | **Budget in Salary Head** | **Expenditure in Salary Head (Including Current Month)** | **Balance left in Salary Head** |  |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** |   |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |   |

**Accountant Dean (R&C) Asst. Registrar (F&A) Dy. Registrar (F&A)**