

# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

## Attendance Statement (Ad hoc/Contractual or Project Staff)

Department:

Head of A/C: Salary/Establishment/Non-Plan

Category of Staff	Adhoc Teaching	Adhoc Non Teaching Staff	Project Staff	NMR/Daily wages
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Details of Temporary Employment from \_\_\_\_\_ to \_\_\_\_\_

Sl. No.	Name of Staff	Date of Joining	Amount per month as per approval	No. of days for which payment to be made	Leave details	Amount to be paid	Bank A/C No.

It is confirmed that:

1. The terms of the staff are verified and found to be correct as per the appointment / extension memorandum.
2. The attendance status has been verified.
3. Copy of appointment/extension memorandum is enclosed for reference.

Prepared by:

Approved by:

- Note:
1. The attendance statement should reach the J.S. (Bills), Accounts Section on the last working day of every month to release the salary on the 5<sup>th</sup> working day of the succeeding month
  2. The attendance statement received after 1st working day of the month of the preceding month will be processed for release of salary by 10th of the succeeding month.
  3. Please prepare separate statements for each category of staff.

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(For Office use)

Received on: .....

Processed for payment of Rs .....

Jr. Suptd. (Bills)

Assistnat Registrar (Finance)