

University of Kalyani



FINANCE DEPARTMENT

CIRCULAR

Ref. No. FD/ 1257

Dated: November 17, 2014

18,

Sub: Attendance Cum Performance Certificate for Contractual Employees

It is noted that in every month all concerned HODs/Officers/Co-ordinators/Directors have been sending attendance certificates for casual workers who are rendering service to their departments/centers/offices. But such type of attendance certificate is not being sent by the concerned Dean/HOD/Officers for the contractual staff who are working under their control. Moreover, number of contractual staff is increasing day by day due to retirement of permanent staff.


Under these circumstances, Attendance cum Performance Certificate for contractual staff (Teacher/Officer/Non-teaching) needs to be submitted by the concerned Dean/HOD/Coordinator while forwarding and recommending the payment for salary in favour of them. It is also noted that almost in all cases, salary for contractual staff is being sent directly to their bank accounts through RTGS. Proforma for Attendance cum Performance Certificate is shown overleaf.

All concerned Deans/HODS/Teachers/Officers/Co-ordinators are requested to send the Attendance cum Performance Certificate as per the prescribed format of the University as shown overleaf for disbursement of remuneration for the month of November'14(paid in December'14) onwards otherwise Finance Department will not be in a position to process remuneration bill for the respective Contractual Staff.

This circular is being issued with kind concurrence with Honorable Vice-Chancellor.

Sd/-
Finance Officer

Copy to:
All Deans of the Faculties
All Academic Heads
All Administrative Heads
Salary Bill Section
Bill Audit Section
Audit & Accounts Officer


Finance Officer
Finance Officer
University of Kalyani

PLEASE SEE REVERSE FOR ATTENDANCE CUM PERFORMANCE REPORT

University of Kalyani



ATTENDANCE CERTIFICATE FOR CONTRACTUAL STAFF OTHER THAN RESEARCH PROJECT/SCHEME

(To be submitted along with the Remuneration Bill)

Certified that Sri/Smt.....

Engaged at the department/section/cell/office of

performed the service assigned to him/her with satisfaction/dissatisfaction of the undersigned.

Further certified that he/she took leave from..... to..... (i.e.

days) in the month of20 .

Date:.....

.....

Full Signature of the Dean/Officer/HOD/Coordinator/Director