



Finance Department

Circular

Ref. No. FD/.....1476.....

Dated- 6th January 2014

It is informed to all concerned that as **per the direction of the Hon'ble Vice-Chancellor**, the disbursement of the Fellowship for the Research Scholar, Research Associates etc. shall be made after ensuring their attendance and other issues related with the performance of research. In order to do so, HOD of the academic departments, Coordinators of scheme/programme, Directors of centres, Principal Investigator of respective projects are requested to follow the instructions as set out below:

Bill for Fellowship and other payments

1. The bill of Fellowship for Research Scholars, Research Associates etc. **other than URS** should be submitted to the Project/Scheme Section of this department for disbursement of fellowship and others within 1st three working days of the next month after the completion of the month for which the fellowship is to be disbursed.
2. Such bill will be signed by both the Guide/Supervisor/Coordinator/Project Investigator/Director and Head of the Concerned Department.

Attendance Certificate

1. Each of such bills will reach to the Finance Department along with an **Attendance Certificate** duly signed by the Guide/Supervisor/Coordinator/Project Investigator/Director.
2. For URS, no such bill will be required to be sent. Only the **Attendance Certificate** duly signed by the Guide/Supervisor/Coordinator/Project Investigator/Director and Head of the Concerned Department and forwarded by the Dean of the concerned Faculty is to be submitted to the Finance Department on the last working day of every month for which the fellowship is to be disbursed. Fellowship will be disbursed directly to the URS's bank account.
3. In absence of the Guide/Supervisor/Coordinator/Project Investigator/Director, CO-PI (if any) or the Teacher in charge of that particular research (if any) will sign on such Attendance Certificate. In absence of them, Head of the concerned Department will sign on such Attendance Certificate.
4. In case the Research Scholar is on field work for any period of time the same may be stated.
 - The Proforma of the Attendance Certificate for Research Scholars **other than URS** is given in **Annexure-A**. For URS, the Proforma of the Attendance Certificate is given in **Annexure-B**.
 - Concerned Head of the Departments are requested to distribute the copy of this circular to the PIs, Coordinators of their respective departments so that this new system can be implemented immediately.

Co-operation of all concerned is highly solicited.

This circular is being issued in kind concurrence of the Vice-Chancellor.

Sd/-

Finance Officer

Copy to:

Vice-Chancellor

All Dean of the Faculties

All HODs-**with a request to inform the URS to submit their bank account number alongwith photocopy of first page of pass book to the Finance Department at earliest.**

Registrar

Development Officer

Prof. Shital Kumar Chattopadhyay, Department of Chemistry, Coordinator, DST PURSE programme

System-in-charge with a request to upload at University website and send e-mail to all teachers

Project & Scheme Section

Audit & Accounts Officer

Office Copy


Finance Officer

University of Kalyani



ATTENDANCE CERTIFICATE FOR RESEARCH SCHOLARS/ASSOCIATES ETC. OTHER THAN URS

(To be submitted along with the Fellowship Bill)

I, Dr./Sri/Sm.

JRF/SRF/RS/RA in the Department of

do hereby declare that I have attended the department regularly during the month of..... 20 for

Research work under the guidance of Dr./Sri/Smt.....

Date:.....

Full Signature of Research Scholar

Certified that Dr./Sri/Smt.....

Was regular/irregular in attending his/her research work and took leave from.....

to..... (i.e. days) in the month of20 .

Accordingly, Fellowship money for the month of 20

may be disbursed to him/her as per rule.

Date:.....

Full Signature of the Supervisor/Guide/PI/Coordinator/Director/CO-PI/HOD

University of Kalyani



ATTENDANCE CERTIFICATE FOR UNIVERSITY RESEARCH SCHOLARS (URS)

I, Dr./Sri/Sm.

URS in the Department of

do hereby declare that I have attended the department regularly during the month of..... 20 for Research work under the guidance of Dr./Sri/Smt.....

Date:.....

Full Signature of Research Scholar

Certified that Dr./Sri/Smt.....

Was regular/irregular in attending his/her research work and took leave from.....

to..... (i.e. days) in the month of20 .

Accordingly, Fellowship money for the month of 20

may be disbursed to him/her as per rule.

Date:.....

Full Signature of the Supervisor/Guide/PI/Coordinator/Director/CO-PI

Full Signature of HOD

Forwarded by :

Dean of the Faculty