



No. VSSUT/ / /20

Date:

PAYMENT OF SALARY/WAGES TO THE CASUAL LABOR/STAFF

1. "Head of Account" Recurring (Sub Head: Man Power)
2. Name of Funding Agency:
3. Scheme of Project Grant:
4. Project Title:
5. Sanction Order No. and Date:
6. Name of Principal Investigator (PI):
7. Department:
8. Total Amount of Approved Grant: ₹
9. Total Approved Amount for Man Power: ₹
10. Total Released Amount for Man Power: ₹
11. Details of Casual Labor/Staff

a. Details of Staff (Mention Name of Post)	
b. Name of Labor/Staff	
c. Appointment Order No. & Date	
d. Date of Joining the Project	
e. Salary/Wages for the Period (Date)	From: To:
f. Amount of Salary/Wages to be paid	₹
g. Account No. of the Labor/Staff	
h. Name of Bank	
i. IFSC Code	
j. IFSC Code	

12. Total Amount Paid out of approved grant till date ₹
13. Total Amount Balance out of approved grant ₹

Principal Investigator

Co-Investigator

Head of the Department

FOR SRIC OFFICE USE ONLY

Remarks: Verified the details mentioned above and found satisfactory. Recorded in the project file no.

Dealing Assistant

Associate to Dean (SRIC)

Approved by Vice-chancellor on Date:

Submitted for pass and payment of the amount:

Under ₹	Passed for payment of ₹	(Rupees
only) and Paid vide Cheque No.	Date:	Voucher no. Entered in cash book page No.
RTGS/NEFT UTIR No.	Date:	of Bank Name:

Dealing Assistant

Comptroller of Finance



No. VSSUT/ / /20

Date:

ATTENDANCE SHEET OF CASUAL LABOR / STAFF

1. "Head of Account" Recurring (Sub Head: Man Power)
2. Name of Funding Agency:
3. Scheme of Project Grant:
4. Project Title:
5. Sanction Order No. and Date:
6. Name of Principal Investigator (PI):
7. Department:
8. Name of Casual Labor/Staff:
9. Appointment Order No. & Date:
10. Date of Joining the Project:
11. Period of Attendance (Date) From: To:

No.	Date	Full Signature of Casual Labor/Staff	No.	Date	Full Signature of Casual Labor/Staff
1.			17.		
2.			18.		
3.			19.		
4.			20.		
5.			21.		
6.			22.		
7.			23.		
8.			24.		
9.			25.		
10.			26.		
11.			27.		
12.			28.		
13.			29.		
14.			30.		
15.			31.		
16.					

Principal Investigator

Co-Investigator

Head of the Department



No. VSSUT/ / /20

Date:

WORK REPORT OF CASUAL LABOR / STAFF

1. "Head of Account" Recurring (Sub Head: Man Power)
2. Name of Funding Agency:
3. Scheme of Project Grant:
4. Project Title:
5. Sanction Order No. and Date:
6. Name of Principal Investigator (PI):
7. Department:
8. Name of of Casual Labor / Staff:
9. Appointment Order No. & Date:
10. Date of Joining the Project:
11. Period of Attendance (Date): From: To:

Brief Description of the Work Executed during this period

Remarks during the said period

Good/Satisfactory/Not Satisfactory (Tick as Applicable)

Principal Investigator

Co-Investigator

Head of the Department