

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/27
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
	Revision No.:0.0	Issue No.: 1.0	Page No: 1 of 2

**MONTHLY REMUNERATION CERTIFICATE FOR PROJECT STAFF**

**FOR THE MONTH OF ....., 20.....**

Certified that Sh./Dr./Ms.....son/ daughter of Sh.....was appointed as RA/ SRF/ JRF/ TA/ FA/ DEO/ YP-I/ YP-II w.e.f.....on fixed monthly consolidated emoluments of Rs. ..../- plus HRA@.....% or Rs...../- which is admissible as per ICAR/ sponsoring agency guidelines vide letter no. ....dated.....and this office order No. ....dated.....under the project entitled “.....” which will continue up to.....(date). He / She has attended the office and marked his/ her attendance from.....to.....His/ Her work in the project during this period was satisfactory. He/ She is maintaining/ not maintaining a data book of his / her work. He/ She was not present in the Institute during the month on account of:

Sl. No.	Nature of absence	Period of absence	Total qualifying period/ days for payment of remuneration
1.	Leave (Specify the type)		
2.	Tour		
3.	Misc.		

It is certified that the leaves were admissible to him/ her as per rules. It is also certified that sufficient funds are available under the project budget and hence his/ her salary may be released for the month of....., 20.....

(\* NOTE: Strike out which is inapplicable)

**(Dated Signature of the P.I./ Co-P.I.)**

**(Name & Designation of the P.I./ Co-P.I.)**

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**CERTIFICATE BY THE RA/ SRF/ JRF/ TA/ FA/ DEO FOR CLAMING THE HRA**

Certified that I have not resided/ am not residing in any Government Accommodation (including IIVR Quarters, Guest House, etc.) either in my name/ or on sub-letting/ with my relatives / friends and that I have incurred expenditure towards my accommodation.

I am fully aware that in the event of this information found false, my services can be terminated forthwith, without providing any prior notice.

My actual residential address is as under:

**(Dated Signature of the Contractual Staff)**

**(Name and Designation of the Contractual Staff)**

**To,**

**The D.D.O.,**

**ICAR – IIVR, Varanasi (in duplicate).**