



# Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA

(A Statutory Technical University of J&K Legislature; recognized u/s 2(f) & 12(B) of UGC)

## **FORM NO. IRDU/05: Progress report/ work done report of Project staff**

### **1. Details to be filled by the candidate:**

- a. Name of staff: \_\_\_\_\_
- b. Designation \_\_\_\_\_
- c. Unique ID: \_\_\_\_\_
- d. School: \_\_\_\_\_
- e. Research Project No. \_\_\_\_\_
- f. Date of joining the project \_\_\_\_\_
- g. Period of extension of staff  
(if any) \_\_\_\_\_
- h. Salary for the month of \_\_\_\_\_
- i. Remuneration/ Fellowship Rs. \_\_\_\_\_

### **2. Please enclose work done report duly signed by PI/PD concerned.**

### **3. Recommendation of Project Investigator (PI)/Project Director (PD)**

- a. Progress Report Satisfactory  Unsatisfactory   
Reason of unsatisfactory report \_\_\_\_\_
- b. Monthly Attendance\*  
No. of days attended \_\_\_\_\_

**\*(Enclose duly signed attendance of project staff by PI/PD concerned marked through biometric machines)**

- c. Remarks  
\_\_\_\_\_
- d. It is recommended that on the basis of satisfactory work done report Mr. / Ms. \_\_\_\_\_ remuneration/ fellowship @ Rs. \_\_\_\_\_ for the month of \_\_\_\_\_ be released in his/her favour. He/ She was working in the school/ at the project site for this period for which the salary to be released.

**Signature of PI/ PD  
Name:**

### **4. Recommended & forwarded by Head of School \_\_\_\_\_**

**Forwarded to Dean (R&D)**



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## 5. Report from IRDU

• Remuneration  Fellowship  • Permissible  Not Permissible

• Tenure of the Project Staff \_\_\_\_\_

• Remarks (if not permissible)

_____ SO (IRDU)	_____ AR (IRDU)	_____ Dean (R&D)

**(Photocopy of this document to be retained by IRDU before sending to the finance wing)**

## 6. Forwarded to Finance wing for processing :

• Report by Account Assistant      Funds Available       Funds not Available

• Action by Finance Officer      Salary released       Salary not released

• Remarks (if salary not released)

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**Signature of Finance Officer**

## 7. Copy to registry (if salary not released)