

FORM: VSSUT/SRIC/06A-1  
SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

**APPROVAL FOR RECRUITMENT OF PROJECT 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. Duration of Man Power (months):
12. Details of Fellow to be Recruited: Project Assistant(PA)/Junior Research Fellow  
(Strike out, which is not applicable ) (JRF)/Senior Research Fellow(SRF)/Others(mention)
13.

Details of Fellowship/Stipend/Salary to be paid per month	A	Fellowship/stipend/salary	₹
	B	House rent allowance	₹
	C	Any other allowance	₹
	D	Total emolument per month	₹
	E	Annual Contingency	₹
14. Total Financial Liability for the project staff during the project duration ₹

The financial liability for the project staff is within the grant sanctioned and released as per the guidelines of the funding agency. Recommended and Submitted for kind approval for the recruitment of the project staff.

Principal Investigator

Co-Investigator

Head of the Department

(Highlight the sanction order in the file)

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Remarks: Verified the details mentioned above and found satisfactory. Submitted for kind approval for recruitment of project staff as mentioned above.

Dealing Assistant

Associate to Dean (SRIC)