

FORM: VSSUT/SRIC/06G (P-1)
SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

PAYMENT OF FELLOWSHIP, STIPEND, REMUNERATION

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. Total Duration of Man Power (months):
12. Details of Fellow (Mention Name of Post)

Name of Fellow

Appointment Order No. & Date

Date of Joining the Project

Fellowship for the Period (Date)

From:

To:

Month No./Total Duration in Month

Amount of Fellowship to be paid

Account No. of the Fellow

Name of Bank

IFSC Code

Total Amount Paid out of approved grant till date

Total Amount Balance out of approved grant

This is certified that the fellow concerned has been regular and his/her performance for the mentioned period is SATISFACTORY. Recommended for pass and payment of fellowship as mentioned above from the Project 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

FORM: VSSUT/SRIC/06G (P-2)
SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

ATTENDANCE SHEET OF RESEARCH FELLOW

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 Fellow and Post
9. Appointment Order No. & Date
10. Date of Joining the Project
11. Period of Attendance (Date) From: To:

No.	Date	Full Signature of Fellow	No.	Date	Full Signature of Fellow
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

FORM: VSSUT/SRIC/06G (P-3)
 SRIC: STANDARD OPERATING MANUAL-2019



No. VSSUT/ / /20

Date:

PROGRESS REPORT OF RESEARCH FELLOW

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 Fellow and Post:
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

Progress during the said period

Good/Satisfactory/Not Satisfactory (Tick as Applicable)

Principal Investigator

Co-Investigator

Head of the Department