



Joining Report

FORM NO-306

Offer Letter No.		Date				
Name		PF No.				
Designation		Date of Joining				
Project No.						
SBI A/c No.		Branch Address & IFSC Code				
Declaration: I have read and understood the terms & conditions of the appointment and agree to abide by them. I also understand that HRA (as applicable) is payable only when I, do not avail Institute hostel/accommodation facility and if there will be a provision for the same in the project.						
Signature:						
Name:						
To be filled in by the Principal Investigator						
Period of Appointment	From		To		Basic Pay	
					D.R.	
					HRA @ 20%	
					T.A. @ 10%	
					Gross Salary	
Whether employee is availing hostel facility? (Yes/No)						
Total monthly financial implication on project fund Gross Pay (Basic+DR+HRA+TA)						
If employee is availing Institute's hostel facility, the applicable HRA will be deducted from the project fund and will be credited to the Institute's account.						
Date & Signature of Principal Investigator (with seal)						

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Basic pay to the Employee (p.m./entire period)		
D.R. to the Employee (p.m./entire period)		
HRA payable to the Employee (p.m./entire period)		
T.A. payable to the Employee (p.m./entire period)		
Gross total amount deducted from the project		
Amount credited to the Institute's Account		
(Verified)	(Recommended)	(Approved)
Dealing Asst./ Suptd. (R&D)	A.R./Deputy Registrar (R&D)	Dean, Research & Development

Remarks of R&D Establishment cell and Advice for release Salary

Assistant