

**PANJAB UNIVERSITY, CHANDIGARH**  
**OFFICE OF THE FINANCE AND DEVELOPMENT OFFICER**

From	To
Assistant Registrar (Accounts) Administrative Block, Panjab University, Chandigarh.	All the Heads of Teaching Departments, Panjab University, Chandigarh.

No. 3371/68

Dated: 21/09/2021

**Subject : - Performa of Attendance Report for the payment of CSIR  
Fellowship/HRA and Leave Record for the Period 01.01.2021  
to 31.03.2021.**

Dear Sir/Madam,

This is to inform you that CSIR has started New Fellowship Management System. We require to update leave record of CSIR Fellows on web portal. As per CSIR guidelines, fellows are eligible for 30 days Earned Leave per calendar year on pro rata bases, which depends on the date of joining as the dealing officials shall enter the Earned Leave opening balance for the first time (by subtracting the availed leave if any). For this purpose we require Leave record for the period 01.01.2021 to 31.03.2021 from the department. From April 2021 fellows can directly submit their leaves on Portal and send the copy of leave duly signed by the guide and recommended and forwarded by the Chairperson for necessary action to be taken by dealing official as Maker/ Checker. Performa for Leave Record is attached (Annexure II).

It is further informed that while updating Attendance report on Web portal, Maker has to upload certain information. The Performa in respect of required information is enclosed herewith (Annexure I) which is to be submitted on or before 1<sup>st</sup> working day of succeeding month by concerned department.

It is therefore requested to kindly send the said information in enclosed Performa for further necessary action please.

Please treat it as '**MOST URGENT**'.

Yours faithfully

*S. K. Mahra*  
21.9.21  
Assistant Registrar (Accounts)

Encls. As above.

**Annexure- II****Leave Record of CSIR JRF/SRF fellows for the period of Jan-Mar 2021**

S.No.	Name of Fellow	CSIR File No.	Leaves availed during 01 Jan 2021- 31Mar 2021

Signature of Chairperson with stamp

Attendance Report for payment of CSIR Fellowship/HRA  
(to be submitted on or before 1<sup>st</sup> working day of succeeding month)

[illegible]

It is certified that the Research Fellow(s)/Associate(s) whose attendance authentication is done online has/have regularly attended the office to pursue his/her/their research work and have availed leaves with stipend that was applicable to him/her/them in accordance to Leave Rules of the CSIR fellowship during the month of the attendance certification.

\*Enter "N/A", if HRA is not claimed

Chairperson  
(Along with stamp)