

General form for the release of remuneration/salary through the _____

Project under DORA for Project Staff (_____)

Name of Project : Name of Staff : Designation :		Remuneration/Salary for the Month of	
Project No: <u>IITM/DORA/</u> _____		Salary	P.M. (Rs.)
Bank Details (to be filled only when claiming salary for the first time): Account No. , Bank Name and IFSC Code		
		School/Centre.....	
		
		Details of Stay..... (Hostel/DORA provided accommodation/ outside campus)	
A. Attendance (in days):			
B. Leave availed (salary to be paid) (in days):			
C. Remuneration not to be paid for (in days): (Note: Sum of A+B+C to be equal to the number of days in the month)			
..... Signature of Project Staff	 Signature of PI/Co-PI/School/Centre Chairperson/Mentor	
<u>For DORA Office Use</u>			
Signature of AR (DORA)			
.....			
Approved / Not approved			
Dean (SRIC) - CFA for _____		Project under DORA	
Forwarded to the Finance Section for releasing the Remuneration/Salary			



Passed for Payment (Rs.).....

NEFT/Bank Transfer/Cheque No.....

Date.....

Finance Office

DR/AR (Finance)