 के. व. अ. सं.	ICAR- Central Institute for Research on Goats, Makhdoom, Mathura		Doc. No.: CIRG/IS/28
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**MONTHLY REMUNERATION CERTIFICATE FOR PROJECT STAFF**

**FOR THE MONTH OF ....., 20.....**

Certified that Sh./Dr./Ms.....son/ daughter of Sh.....was appointed as RA/ SRF/ JRF/ TA/ FA/ DEO/ YP-I/ YP-II w.e.f.....on fixed monthly consolidated emoluments of Rs.. ...../- plus HRA@.....% or Rs...../- which is admissible as per ICAR/ sponsoring agency guidelines vide letter no. ....dated.....and this office order No. ....dated.....under the project entitled “.....” which will continue up to.....(date). He / She has attended the office and marked his/ her attendance from.....to.....His/ Her work in the project during this period was satisfactory. He/ She is maintaining/ not maintaining a data book of his / her work. He/ She was not present in the Institute during the month on account of:


Sl. No.	Nature of absence	Period of absence	Total qualifying period/ days for payment of remuneration
1.	Leave (Specify the type)		
2.	Tour		
3.	Misc.		

It is certified that the leaves were admissible to him/ her as per rules. It is also certified that sufficient funds are available under the project budget and hence his/ her salary may be released for the month of....., 20.....

(\* NOTE: Strike out which is inapplicable)

**(Dated Signature of the P.I./ Co-P.I.)**

**(Name & Designation of the P.I./ Co-P.I.)**

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**CERTIFICATE BY THE RA/ SRF/ JRF, etc. FOR CLAMING HRA**

Certified that I have not resided/ am not residing in any Government Accommodation (including CIRG Quarters, Guest House, etc.) either in my name/ or on sub-letting/ with my relatives / friends and that I have incurred expenditure towards my accommodation.

I am fully aware that in the event of this information found false, my services can be terminated forthwith, without providing any prior notice.

My actual residential address is as under:

**(Dated Signature of the Contractual Staff)**

**(Name and Designation of the Contractual Staff)**

**To,**

**The D.D.O.,**

**ICAR – CIRG, Makhdoom, Mathura**

**(in duplicate)**