



No. RMS/6998/18

Date: 10/7/18

CIRCULAR

Sub : Attendance Report of Scholars / Fellows

It is a matter of great concern that due to late receipt of attendance report in respect of PG GATE Scholars and Ph.D. Scholars (Institute, UGC, DST, CSIR, Visvesvaraya etc.), Finance Section is not in a position to disburse their fellowship timely.

Under the circumstances, all Heads of the Departments/Schools/Centres are requested to send the attendance report of the scholars/fellows of his/her department by 23rd day of the current month (month of disbursement of fellowship) considering the working period from 21st day of the previous month to 20th day of the current month. The attendance report may kindly be sent by e-mail at : attendanceiest@gmail.com as per enclosed format. For this purpose, the Leave Rule for PG students and Ph.D. Scholars as approved in the 10th meeting of the Senate held on 07.02.2017 circulated vide Office Order No.RMS/5806/17 dated 24.03.2017 may be considered.

If any Department/School/Centre fails to send the attendance report by 23rd day of the month, it will be presumed that all the students/fellows have full attendance and their fellowship shall be disbursed for the full month. The Department/School/Centre shall be entirely responsible for any future consequences regarding attendance of these students / fellows.

This is issued with the concurrence of the Competent Authority.

Sd/-
(Biman Bandyopadhyay)
Registrar

Enclosure: As stated above.

Copy to :

- 1) All Deans / Heads of the Departments/Schools/Centres
- 2) All Officers
- 3) Scholarship Section
- 4) PS to the Director
- 5) Institute Website

10/07/2018
Registrar
IEST, Shibpur

