



Shri Mata Vaishno Devi University

Kakryal, Katra-182320 (J&K) INDIA

(A Statutory Technical University of J&K Legislature; recognized u/s 2(f) & 12(B) of UGC)

FORM NO. R&D/05: Progress report/ work done report of Project staff

1. Details to be filled by the candidate:

- a. Name of staff: _____
- b. Designation _____
- c. Unique ID: _____
- d. School: _____
- e. Research Project No. _____
- f. Date of joining the project _____
- g. Period of extension of staff
(if any) _____
- h. Salary for the month of _____
- i. Remuneration/ Fellowship Rs. _____

2. Please enclose work done report duly signed by PI/PD concerned.

3. Recommendation of Project Investigator (PI)/Project Director (PD)

- a. Progress Report Satisfactory Unsatisfactory

Reason of
unsatisfactory report _____

- b. Monthly Attendance* _____

No. of days attended

***(Enclose duly signed attendance of project staff by PI/PD concerned marked through biometric machines)**

- c. Remarks

- d. It is recommended that on the basis of satisfactory work done report Mr. / Ms. _____ remuneration/ fellowship @ Rs. _____ for the month of _____ be released in his/her favour. He/ She was working in the school/ at the project site for this period for which the salary to be released.

**Signature of PI/ PD
Name:**

- 4. Recommended & forwarded by Head of School _____**

Forwarded to Dean (R&D)



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5. Report from R&D Wing

• Remuneration Fellowship • Permissible Not Permissible

• Tenure of the Project Staff _____

• Remarks (if not permissible)

_____ SO (R&D)	_____ AR (R&D)	_____ Dean (R&D)

(Photocopy of this document to be retained by R&D Wing before sending to the Finance Wing)

6. Forwarded to Finance wing for processing :

• Report by Account Assistant Funds Available Funds not Available

• Action by Finance Officer Salary released Salary not released

• Remarks (if salary not released)

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Signature of Finance Officer

7. Copy to registry (if salary not released)