



# Indian Institute of Science Education & Research Bhopal

## Research & Development Office

### Joining Report

Offer Letter No.		Date				
Name		PF No.				
Designation		Date of Joining				
Project No.						
SBI A/c No.		Branch Address & IFSC Code				
<p><b>Declaration:</b> I have read and understood the terms &amp; conditions of the appointment and agree to abide by them. I also understand that HRA (as applicable) is payable only when I, do not avail Institute hostel/accommodation facility and if there will be a provision for the same in the project.</p>						
			Signature:			
			Name:			
<b>To be filled in by the Principal Investigator</b>						
Period of Appointment	From		To		Basic Pay	
					D.R.	
					HRA @ 20%	
					T.A. @ 10%	
					<b>Gross Salary</b>	
Whether employee is availing hostel facility? (Yes/No)						
Total monthly financial implication on project fund Gross Pay (Basic+DR+HRA+TA)						
If employee is availing Institute's hostel facility, the applicable HRA will be deducted from the project fund and will be credited to the Institute's account.						
Date & Signature of Principal Investigator (with seal)						

### For R&D Office use only

Basic pay to the Employee (p.m./entire period)			
D.R. to the Employee (p.m./entire period)			
HRA payable to the Employee (p.m./entire period)			
T.A. payable to the Employee (p.m./entire period)			
Gross total amount deducted from the project			
Amount credited to the Institute's Account			
(Verified)	(Recommended)	(Approved)	
Dealing Asst./ Suptd. (R&D)	A.R./Deputy Registrar (R&D)	Dean Research & Development	
Remarks of R&D Establishment cell and Advice for release Salary			
Assistant			