



दक्षिण बिहार केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur  
P.S. – Tekari, District – Gaya (Bihar) PIN- 824236

Salary Bill of Project Staff (SRF/SORF/JRF/Project Assistant/Field Attendant etc)

<b>1.a. Title of the Project</b> ----- ----- ----- -----		<b>1.b Department / Centre</b> ----- ----- ----- -----		<b>1.c CUSB Project No :</b>  <b>RP -</b>	
<b>2.a Name of the Funding Agency : -</b>		<b>2.b. Project Sanction Letter no. &amp; Date</b>			
<b>3.a. Duration of the Project/Award/Grant :</b> -----		<b>3.b. Project/Award/Grant initiation</b> Date : -		<b>3.c. Project/Award/Grant Completion</b> Date: -	
<b>4.a. Name of the Principal Investigator</b>		<b>4.b. Name of the Co-Investigator (If any)</b>			
<b>5.a. Name of the Project Staff</b> Dr./Mrs./Ms./Mr.		<b>5.b. Designation</b> (SRF/SORF/JRF/Project Assistant/Field Attendant) (Please specify)			
<b>6.a. Contract Period (Office order No. &amp; Date)</b>		<b>6.b. Date of Joining</b>		<b>6.c Contract Period</b>	
<b>7. CLAIM FOR THE MONTH OF : -</b>					
<b>7.1 Attendance Record (Enclosed) (Yes /No)</b>					
<b>7.2 No. of days present</b>					
<b>7.3 No. of days absent</b>					
<b>7.4 Whether leave is sanctioned or not, If yes, the period for which it is sanctioned. Period for which leave has not sanctioned (if any)</b>					
<b>7.5 No. of days recommended by PI for payment of salary</b>					
<b>8.</b>					
<b>Signature of PI with Date</b>			<b>Signature of Co-PI with Date (if applicable)</b>		
<b>9.</b>					
<b>Forwarding remarks of the HoD with Signature &amp; Date</b>					

10.	<b>FUND POSITION FOR THE SALARY OF MANPOWER (RP - )</b>		
10.A	Total funds available as on date under recurring/salary head Rs-----	10.b. Amount to be released against this claims Rs-----	10.c. Balance Amount after release of the claim amount Rs-----

11	<b>SALARY DETAILS</b>		
11.a	Consolidated Salary for the above period (SI. No 7.5)		
11.b	HRA (if applicable) @ 20% or 10%		
11.c	Total Salary		
11.d	Deduction (if any)		
11.e	Net Payable Salary		

12	<b>Proposal for Processing of Payment (Development Cell)</b>		<b>Signature with date</b>
12.a	Initiated by :	Name : Designation :	
12.b	Recommended by :	Name : Designation :	

13.	<b>PAYMENT PROCESSING (F&amp;A)</b>		<b>Signature with Date</b>
13.a	Checked by (Dealing Assistant)	Name : Designation :	
13.b	Submitted for approval by SO (F&A)/AR (F&A)	Name : Designation :	
13.c	Forwarded for approval by : AR (F&A) / DR (F&A) (if applicable) :		
14.a	Counter signed by the <b>Registrar</b>		
14 b	Pay Rs. -----  (in words: -----		
	<b>Finance Officer :</b>		

15.	<b>Beneficiary Bank Account details/ Remittance details</b>		
	Salary issued to bank A/C No.		
	Name of the Bank		
	IFSC Code		
	Cheque No.		
	Dated		
	Amount Credited on		
	Vide UTR No.		
	<b>Finance Officer</b>		

<b>NOTE</b>	
1.	SI. No. 1 to 6 will be jointly typed – filled by the candidate and entries will be verified by Account Section as communicated by Development Cell.
2.	SI. No. 7 to 9 will be filled by PI & Co-PI (as applicable) and duly forwarded with the remarks of HoD on or before 5 <sup>th</sup> day of every month.
3.	SI. No. 10-11 will be filled by Account Section on Monthly basis.
4.	The monthly honorarium has to be released on or before 10 <sup>th</sup> of every month.
5.	Strike out whichever is not applicable.
6.	Salary cannot be released beyond project tenure.