

**RAJIV GANDI INSTITUTE OF PETROLEUM TECHNOLOGY
JAIS, DISTRICT: AMETHI**

CLAIM FORM FOR M.TECH. / P.H.D. RESEARCH ASSISTANTSHIP

(To be submitted by scholar to the Department latest by the 3rd of every month & all field of the form must be filled)

1. For the Month of: _____ Year _____
2. Name of the Scholar: _____
3. Admission Date: _____
4. Enrolment No.: _____
5. Branch _____
6. Semester _____
7. Detail of work load tasks:

Task	Weekly Hours	Details

8. Leaves avail in the month: _____ (attach approved leave application)
9. Assistantship Amount: ₹ _____
10. Declaration: a) I hereby declare that the information given above is correct.
b) I am not availing any other RA ship/Scholarship/Fellowship/Salary etc. from any organization/institution/agency/source

Signature of the Student with date
Cell No.:

Recommendation by Supervisor / Thesis Supervisor:

- i) I hereby confirm that above named student is a full time/part time Ph.D./Master student under my supervision. The assignment entrusted to the above named student during the month of _____ year _____ is satisfactory / partially satisfactory.
- ii) Certified that the attendance record has been verified for the above mentioned period & his/her attendance is _____ days during the month.
- iii) The RA ship claims made by the research fellow is checked and found correct. It is recommended to make the payment.
- iv) Remark (if any) _____

T/A. Faculty Member

Signature of Supervisor / Thesis Supervisor with date

For Department Office

- i) It is to certify that the above named student was not absent from the institute without prior permission of competent authority **OR** as per records available in the academic office, the above named student was absent from the institute without prior permission of competent authority for _____ days w.e.f. _____ to _____.
- ii) Remarks (if any): _____

Dealing Assistant

H.O.D./Admin.

For Accounts Office

PASSED FOR PAYMENT:

For ₹ _____

Dealing Assistant

Assistant Registrar (A&A)

Sanctioning Authority

Dated:

Attendance: All Scholars in receipt of RA ship would be required to mark daily attendance in biometric machine. This shall be used for the purpose of accounting.