

I/128/2021



Central Pollution Control Board
(Ministry of Environment & Forest, Government of India)
'Parivesh Bhawan' East Arjun Nagar,
Shahdara, Delhi-32

F.No.2 2015/66/JRF/SRF/RA/Admn(R)

Date : 20/07/2021

CIRCULAR

Sub: Forwarding of monthly Attendance Sheet in r/o JRF/SRF/R.A-I,II & III /Consultant and Outsource staff-reg.

All the Divisional Heads are requested to forward the Monthly Attendance Sheet in respect of JRF/SRF/R.A-I,II & III / Consultant and outsource staff working under them by 3rd day of every month. This will enable Administration Division to timely process the attendance sheets and enabling timely disbursement of stipend/remuneration/salary to JRF/SRF/R.A-I,II & III/Consultant and outsource staff. Attendance Sheets received later than that will be processed in next month.

(Madhu Luthra)
Administrative Officer (R)

To:

- 1) All Divisional Heads/Regional Directors
- 2) Divisional Head, IT Division : Kindly get it upload in CPCB website.