



**ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
BATHINDA**

ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ
Mandi Dabwali Road, Bathinda, Punjab- 151001

RESEARCH CELL



AIIMS/BTI/DEAN-RES/2026/121

Date: 12/09/2026

Circular

Subject: Submission of Monthly Attendance of Project Staff to the Research Cell

1. With reference to file No. **M/812/2026-Research_cell, Comp. No. 8518, dated on 11/09/2026 duly approved by competent authority**, It is hereby informed to all Principal Investigators (PIs) of ongoing research projects that the monthly attendance of project staff engaged under their respective research projects shall be submitted to the Research Cell for record, verification and further necessary action.

The following procedure shall be followed strictly:

i) Submission of Attendance by PI:

a) The Principal Investigator shall submit the monthly attendance of all project staff engaged under the respective research project and will share soft copy of the same via mail.

b) The PI shall ensure submission of the duly verified/signed hard copy of the attendance of project staff to the Research Cell **on or before 3rd of the every Month for the Preceding month.**

c) The PI shall verify the attendance before submission and certify that the attendance reflects the actual attendance of the concerned project staff.

ii) Combined e-File by Research Cell:

Based on attendance records from the respective PIs, the Research Cell shall compile a combined e-File containing the attendance details of project staff across various research projects.

iii) Recommendation by Dean Research:

The combined e-File shall be submitted to the Dean Research for examination and recommendation.

iv) Approval of Competent Authority:

After recommendation by the Dean Research, e-File shall be forwarded to the Executive Director of AIIMS Bathinda for approval.

v) Further Necessary Action:

After obtaining the requisite approval, the e-file will be sent to the Accounts section for disbursement of salary to project staff

2. All PIs are requested to ensure timely submission of attendance every month. Any delay in submission may result in delay in processing of subsequent financial matters related to the project staff.

3. The PI shall be responsible for ensuring the accuracy, authenticity and timely submission of the attendance of project staff working under their respective projects.

4. The Research Cell shall maintain appropriate records of the monthly attendance submitted by the PIs for future reference.
5. All concerned are requested to strictly adhere to the above procedure and timelines to ensure smooth and timely processing of attendance-related matters of project staff.
6. This is issued with the approval of competent authority.



12-09-2026

Prof (Dr.) Akhilesh Pathak
Dean Research
AIIMS Bathinda

Dean Research
AIIMS, Bathinda.

Copy to:

1. PA to the Executive Director, AIIMS Bathinda
2. All Principal Investigators
3. All faculty members
4. Accounts office
5. Office File