ALL INDIA INSTITUTE OF MEDICAL SCIENCES, BATHINDA
ਅਖਿਲ ਭਾਰਤੀ ਆਯੁਰਵਿਗਿਆਨ ਸੰਸਥਾਨ, ਬਠਿੰਡਾ अखिल भारतीय आयुर्विज्ञान संस्थान, बठिंडा
Mandi Dabwali Road, Bathinda, Punjab- 151001
RESEARCH CELL

AIIMS/BTI/DEAN-RES/2026/ **Date: /11/2026**

REVISED CIRCULAR

Subject: Submission of Monthly Attendance of Research Project Staff to the research cell for timely disbursement of their Salaries

1. Based **on e-file 8518,** dated on **02.11.2026 duly approved by Competent Authority**, All Principal Investigators (PIs) of ongoing research projects are hereby informed to ensure the submission of monthly attendance of their respective project staff to the Research Cell **between 15th and 20th of every month**, considering the entire current month. The attendance shall be processed on the assumption that the staff will remain in service for the remaining days of the month.

2. The attendance shall be submitted in two hard copies duly verified by the concerned PI.

3. In case any project staff member avails leave during the remaining days of the month, the corresponding Salary adjustment, if any, shall be made in the subsequent month's salary.

4. After submission of the attendance by the respective PIs, The research section shall compile and forward the attendance details to the accounts section after getting the approval of competent authority, in a timely manner to facilitate processing and disbursement of salaries during the **1st week of every month.**

5. All PIs are requested to ensure timely submission of attendance to facilitate the smooth and timely processing of salary for research project staff.

Sd/-
OIC, Research Cell