

## JOINING REPORT FOR FARE FELLOWSHIP

To,  
The Dean  
Office of The Dean, Academic Affairs  
Indian Institute of Technology Kanpur  
Kanpur: 208016

**Subject: Joining Report of FARE Fellowship**

Through

**Name & Signature, Head of the Department:** .....

&

**Name & Signature of the Thesis Supervisor:** .....

Sir,

In response to your offer **letter number** ..... **dated** .....,

I would like to inform you that I have **joined the FARE on** (date)..... in the **Department**  
**of** .....

**Are you availing assistantship from any source other than Institute Assistantship (Yes / No)** .....

*(If yes, then please submit all the relevant documents from where you are availing the assistantship along with resignation letter / undertaking).*

- FARE ID:
- Email ID:
- PhD Roll No:
- Mobile Number:
- Date of Birth:
- Emergency Mobile Number (with Name and Relation):

**Enclosed:**

- **Office order of leave till defense**
- **No dues from PhD program [except Library, Respective Academic Department, Computer Center, and Finance & Accounts (as required)].**
- **Copy of the offer letter along with acceptance e-mail**
- **Copy of Pan Card and Aadhar Card**

➤ **The joining process for FARE Fellows will be conducted twice a month, on the 1<sup>st</sup> and 16<sup>th</sup> of each month, to enhance procedural efficiency.**

- ❖ If a FARE Fellow submits their joining report **between the 1<sup>st</sup> and 15<sup>th</sup>** of a given month, their joining will be considered effective **on the 16<sup>th</sup> of that month.**
- ❖ If a FARE Fellow submits their joining report **between the 16<sup>th</sup> and the last day (30<sup>th</sup> or 31<sup>st</sup>)** of the month, their joining will be considered effective **on the 1<sup>st</sup> of the following month.**
- ❖ **HRA applicability** will follow the same schedule, with adjustments based on the submission of the HRA form in accordance with the rent agreement dates.
  - If the rent agreement dates fall **between the 1<sup>st</sup> and 15<sup>th</sup>** of a given month, the HRA will be applicable **on the 16<sup>th</sup> of that month.**
  - If the rent agreement dates fall **between the 16<sup>th</sup> and the last day (30<sup>th</sup> or 31<sup>st</sup>)** of the month, the HRA will be applicable **on the 1<sup>st</sup> of the following month.**

**Joining Report must be submitted to the DoAA Office within 15 days after receiving the FARE ID, otherwise the FARE Fellowship offer may be cancelled.**

**Bio Metric Attendance is mandatory. You are requested to register in pingala by using your FARE ID and then start giving your attendance in the department from date of joining to FARE.**

**(Click on “New user register here” in pingala portal and register using FARE ID)**

**Declaration: I hereby certify that I have thoroughly read all of the guidelines of the FARE Fellowship program and that I accept all of the terms and conditions stated therein. I promise to follow all of the FARE Fellowship program's stated guidelines, including any updates that may be made from time to time.**

Thanking you.

Sincerely,

Signature

Name:

Date: