

## HR (STAFF)

S.No.	Item of Work	Proposed Channel	Proposed Timeline in working days
1	Verification of candidate's credentials / antecedents and certificates.	DA / SO >> AR >> HoS	7 days
2	Updating of Orientation material for non-teaching staff.	DA / SO >> AR >> HoS	1 week
3	Pay fixation in respect of Non-Teaching staff after promotions/up gradations/placements/ revisions/new joining	DA / SO >> AR >> HoS (HR) >> HoS (E&A) HoS (IA) >> Registrar	7 days
4	Replies to audit objections on establishment matters pertaining to non-teaching staff.	DA / SO >> AR >> HoS >> Registrar	10 days
5	Correspondence with MOE on matters related to non-teaching staff.	DA / SO >> AR >> HoS >> Registrar	5 days
6	For probation clearance and confirmation / Extension in respect of non-teaching staff.	DA / SO >> AR >> HoS >> DPC/ Standing Committee >> Director	10 – 15 days
7	Submission of monthly reports to respective Liaison Officers (LO)	DA / SO >> AR >> LO	3 days
8	Internal Promotions / Movements in respect of non-teaching staff. <del>(For group-A for the approval of the Chairman, BoG)</del>	DA / SO >> AR >> HoS >> DPC >> Director	10 – 15 days
9	Grant of annual increments.	DA/SO >> AR >> HoS	15th of January/ 15th July as the case may be
10	For forwarding applications for outside employment through proper channel or for grant of NOC thereafter (Direct recruitment). – As per the Guidelines. In case of relaxations, the approval of the Director is mandatory.	DA/SO >> AR >> HoS	5 days
11	Forwarding applications for outside employment through proper channel or for grant of NOC thereafter (Deputation)	DA / SO >> AR >> HoS >> Dean (Admin) >> Director	5 days
12	Grant of permission to pursue higher studies.	DA/SO >> AR >> HoS	5 days
13	Grant of permission to attend trainings	DA/SO >> AR >> HoS >> Dean (Admin)	5 days
14	Timely collection of self-appraisals for APARs and communication of final grading/adverse remarks in respect of non-teaching staff.	DA/SO >> AR	10 days
15	Circulation of Annual Property Returns templates	DA/SO >> AR	By 10 <sup>th</sup> Jan every year
14	Acceptance of resignations/approval for relieving on Deputations/Lien, etc. in respect of non-teaching staff.	DA/SO >> AR >> HoS >> Dean (Admin) >> Director	5 days
15	Replies to RTI applications in respect of non-teaching staff matters.	DA/SO >> AR >> HoS	3 weeks

16	Sanction of LTC in respect of non-teaching staff	DA/SO >> AR >> HoS	2 days
17	Issue of NOC for Passport / Visa Certificate for non-faculty.	DA/SO >> AR / HoS	2 days
18	Issue of address proof certificates for non-teaching staff.	DA/SO >> AR	2 days
19	Approval for issue of ID cards.	DA/SO >> AR	2 days
20	Ex-India leave/Study leave in respect of non-teaching staff. (Approval of Study leave outside the country)	DA/SO >> AR >> HoS >> Registrar >> Director	10 days
21	Ex-India leave/Study leave in respect of non-teaching staff. (Approval of Study leave within the country)	DA/SO >> AR >> HoS >> Registrar	10 days
22	Attestation of entries in the Service Books of non-teaching staff.	DA/SO >> AR	3 - 5 days
23	Issue of service certificates	DA/SO >> AR / HoS	3 days
24	To depute non-teaching staff for election duties.	DA/SO >> AR >> HoS >> Registrar	5 days
25	Reservation Roster Entries in respect of non-teaching staff.	DA/SO >> AR >> HoS >> Registrar	5 days from completion of recruitment
26	Framing/Amending of recruitment rules in respect of non-teaching staff.	DA/SO >> AR >> HoS >> Dean (Admin) >> Registrar >> Director >> BOG >> MoE	As and when required based on the directions of Institute Authorities
27	Transfer and postings of non-teaching staff.	DA/SO >> AR >> HoS >> Dean (Admin) >> Registrar >> Director	10 days. The transfers will be taken up as per the Transfer Policy of the Institute
28	(a) Extension of Joining time for new appointee up to 3 months	DA/SO >> HOD >> AR >> HoS >> Registrar	5 days
	(b) Extension of Joining time for new appointee beyond 3 months	DA/SO >> HOD >> AR >> HoS >> Registrar >> Director	5 days
30	Approval for TTA	DA/SO >> AR >> HoS >> Registrar	5 days after submission of all the relevant documents
31	Joining Time Pay and Credit of EL in lieu of unutilized Joining Time	DA/SO >> AR >> HoS	5 days after submission of all the relevant documents
32	(a) CL, RH, Comp. Off, SCL, EL (<= 5 days), Week Off (Winter/Summer vacation)	Emp >> Reporting Officer	2 days
	(b) For leaves other than mentioned at s.no. 32(a) EL (More than 5 days)	Emp >> Reporting Officer >> Reviewing Officer	5 days
	CCL, PL, ML, HPL, Commuted Leave, SCL, EOL	Emp >> DA/SO >> Reporting Officer >> Reviewing Officer >> AR >> HoS >> Registrar	5 days
33	Terminal benefits for regular employees	DA >> AR >> HoS >> Registrar	15 days

## 7.1 INSTITUTE CONTRACTUAL STAFF:

1	Advertisement for any Contractual position	DA / SO >> AR >> HoS >> Registrar >> / HoD	10 days As the case may be
2	Constitution of Screening cum Selection committee	DA / SO >> AR >> HoS >> Dean (Admin) >> Director	5 days
3	<b>Approval for</b> Selections to the contractual positions	DA / SO >> AR >> HoS >> Dean (Admin) >> Director	10 days
4	(a) Issuing offer of appointment orders	DA / SO >> AR >> HoS >> Registrar	3 - 5 days
	(b) Issue of Office Order / Joining Order	DA / SO >> AR >> HoS	3 - 5 days
5	Issuing Experience certificate	DA / SO >> AR	3 days
6	<b>Approval of resignation</b> in case of resignations before tenure completion	DA / SO >> AR >> HoS >> Dean (Admin) >> Registrar >> Director	10 days
7	Issuing of Relieving Orders	DA / SO >> AR >> HoS	3 - 5 days
8	Processing of monthly remuneration of contractual staff	DA / SO >> AR >> HoS	2 - 3 days
9	Renewal of tenure of Contractual staff	DA / SO >> AR >> HoS >> Committee >> Director	10 days
10	Replies to RTI applications in respect of Contractual staff matters.	DA/SO >> AR >> HoS	3 weeks
11	Process for the issue of ID cards.	DA/SO >> AR	2 days
12	Any policy formations in respect of Contractual staff.	DA/SO >> AR >> HoS >> Committee >> Director	As and when required based on the directions of Competent Authority
13	Leave Approval	Emp >> Reporting officer	1 - 2 days

### Contact Details:

S. No.	Contact person	Contact Email	Contact Phone No.
1	DA/SO (Contractual Staff)	office.projrecruit@iith.ac.in	040-23596774
2	DA/SO (Regular Staff)	office.establishmentstaff@iith.ac.in	
3	DA/SO (Recruitment- Staff)	office.recruit@iith.ac.in	
4	DA/SO (Leaves- Staff)	leaves@iith.ac.in	
5	Sr. Assistant Registrar (HR) (Staff)	ar.hrstaff@iith.ac.in	040-23596074 8331036074
6	Head of the Section	hos.hr@iith.ac.in	040-23596060 8331036060
7	Dean Admin	dean.admin@iith.ac.in	040-23596004 8331036004
8	Registrar	registrar@iith.ac.in	040-23596055 8331036055

### Important Abbreviations:

HoS: Head of the Section

AR: Sr. Assistant Registrar-HR Staff

DA/SO: Dealing Assistant / Section Officer