

Indian Institute of Technology Delhi  
Industrial Research & Development Unit

No. IITD/IRD/M-52/ 7399

Dated: 05/11/2014

It has come to the notice of the Competent Authority that attendance record in respect of some of the Project employees engaged in various schemes / projects / consultancies is not being maintained in the Departments / Centres of the Institute by the respective PIs / CIs.

The Competent Authority has decided that it is the responsibility of the concerned PIs / CIs to maintain the attendance record of all the project employees separately in the same manner as is maintained for regular employees i.e. on Attendance Register / Biometric Machine in the respective Departments/Centres. A certificate of monthly attendance record by the PI/CI will be a prerequisite for the release of the salary w.e.f. November, 2014.



(V.K. Vashistha)  
Assistant Registrar, IRD

All HODs / HOCs

Dean (R&D)

Associate Dean (R&D)

A.R. (IRD Accounts)

A.R. (Hindi Cell) : for publication in Sampark

A.R. (CDN)

Security Officer

Webmaster, IRD : to display the circular on IRD Website

All Faculty by email.