

Indian Institute of Technology Delhi  
(Industrial Research & Development Unit)

No. IITD/IRD/M-201/211046  
Dated: 31/01/2020

Sub.: Security Inspection Report on IIT Delhi

This has reference to the circular notified vide No. IITD/HSEC/2019/192708 dated 18.12.2019 in reference to the letter No. 2-16/2019-T.S.-1 dated 24.10.2019 received from MHRD, Shastri Bhawan, New Delhi by Security Unit of the Institute.

The contents of the circular are re-produced as under:

**Proper verification of character & antecedents of all contractual workers, drivers and vendors may be ensured before their employment. In addition, the management may maintain a database in respect of each of them which will have all relevant background details of the person including his/her photograph, Name, Address, DoB, Present & Permanent residential address details of family and photocopies of ID Proof like ration card, driving license, voter ID Card etc. so that they can be easily traced in case of any eventuality.**

The contents of the circulars are hereby notified for information & adherence by the PI/CI while hiring of casual employees and the staff on yearly contractual basis or in any other mode.

This issues with the approval of the Competent Authority.

Assistant Registrar, IRD

Distribution

1. All HoDs/ HoCs | This may please be circulated amongst the all faculty concerned.  
All PIs/CIs
2. Secy. to Dean (R&D): To kindly send the circular by mail to all faculty concerned.
3. Secy. to Associate Dean (R&D)
4. A.R. (IRD)
5. IRIS Administrator: To include the rider on appointment screen in IRIS
6. Dealing Assistant (Recruitment)
7. M-52

Further it is also proposed that the contents of the above circular may be included **as rider in the IRIS screen** while making proposal for casual or regular appointments under the projects/consultancies, which is as follows\*:

\*I / We hereby certify that proper verification of character & antecedents of proposed contractual worker(s) has been ensured before proposing employment in compliance to circular No. IITD/HSEC/2019/192708 dated 18.12.2019. **Further it is certified that there is no of Conflicts of interest issue in making these appointment.**