



CENTRE FOR INDUSTRIAL CONSULTANCY & SPONSORED RESEARCH

PROJECT STAFF GUIDELINES



WORK TIMINGS WORKDAYS & HOLIDAYS

- 9.00 AM to 5.30 PM (and for some Project Staff as per their PI's requirement)
- Monday to Friday (and for some Project Staff as per their PI's requirement)
- Holidays are as per Institute Holiday List

SALARY DISBURSEMENT

- Salary will be disbursed on the last working day of every month
- For the first month, if your joining formality is completed before 20th of that month, your salary gets disbursed at the end of the same month. If it exceeds past 20th of that month, it gets carried forwarded to the consecutive month and paid alongside the next month salary.

MEDICAL INSURANCE COVER & MEDICAL CARDS

- If you are medically covered.* You are eligible for a Group Medical Insurance Cover of **Rs.1,00,000** and for a Group Medical Accident cover of **Rs. 5,00,000**.
- You can find more details and download your Medical Card from **ICSR Portal** using your login credentials (<https://staff.icsr.in/>)
 - * Staff categorized under MS/Ph.D, Part-time and consultants are not eligible.

INSTITUTE HOSPITAL BENEFITS

- To all the eligible Project staff, **the OP consulting at the IIT-M Hospital is free of cost & also the purchase of medicine in the Pharmacy up to Rs. 750/ pm can be availed free** (as prescribed by the Institute Hospital Doctor)*
 - * Staff categorized under MS/Ph.D, Part-time and consultants are not eligible.

ICSR Portal

- ICSR portal is where you can download your pay slips. (<https://staff.icsr.in/>)
- Quick links for Vehicle pass and LDAP is available here
- For LDAP registration, you can use the following link : <https://web.iitm.ac.in/ldaponline/>

IIT-M Wellness Centre

- If you feel emotionally unwell at anytime, do reach our wellness Centre at 044- 22578521 for assistance.