

INDRAPRASTHA INSTITUTE OF INFORMATION TECHNOLOGY-DELHI

HUMAN RESOURCE DEPARTMENT PROCESSES DOCUMENT (VERSION 1/2025)

(For the Use of the Non-Teaching Staff)

HR DIVISION WILL ATTEMPT TO GIVE THEIR FIRST RESPONSE TO EMAILS WITHIN 2 WORKING DAYS.

Name of the Process	Periodicity	How to request	Documents Required	Turnaround time (Receipt in the HR Dept Working Days)	Whom to Contact <u>Effective 15 April 2025</u>	Escalation Matrix Points of Escalation (PoE)	
PDA Processing	Ongoing	Filled claim form along with invoice	The related form at the link : https://iiitd.ac.in/frm_docs	4-5 working days	Extn.-480 vinod@iiitd.ac.in Sh. Vinod Kumar, Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar	
Appraisals related queries	Yearly/ as per due date	Through email	As applicable	As per Annual Calendar	Extn.-480 vinod@iiitd.ac.in Sh. Vinod Kumar, Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar	
Recruitment process initiation	As per requirement	Through email	As applicable	4-5 working days	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.a.c.in Dr. Deepika Bhaskar, Registrar
Recruitment related queries	--	--	--	2-3 working days			
Joining Process <ul style="list-style-type: none">• Medical Fitness Certificate (MFC)• Email & IDs creation• Joining Announcement• Joining Order	As per requirement	Post joining	In-person documents submission and filling up joining forms in HR deptt.	5 working day after received of MFC	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar	

Exit process- Resignation/ termination/other	As applicable	Through email	As applicable	2-3 working days	Extn. 431 admin-hr@iitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.a.c.in Dr. Deepika Bhaskar, Registrar
No Dues and related queries	As per requirement	Through Email	As applicable	30 working days before the last working day	Extn. 431 admin-hr@iitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.a.c.in Dr. Deepika Bhaskar, Registrar
Queries related to Relieving	As per requirement	Through email (Recommended by the concerned Head)	As applicable	As per RPR-2024	Extn. 431 admin-hr@iitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.a.c.in Dr. Deepika Bhaskar, Registrar
Full and Final Settlement (after exit)	As required	--	--	-	Extn. 431 admin-hr@iitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.a.c.in Dr. Deepika Bhaskar, Registrar
Term Review- Staff Probation Review- Staff	As per due date	--	As per standard procedure	45 working days prior to due date	Extn. 177 admin-hr@iitd.ac.in Ms. Aditi Sati Junior Administrative Officer	Extn.-432 admin-hr@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy	Extn.-419 registrar@iitd.a.c.in Dr. Deepika Bhaskar, Registrar

						Administrative Officer	
Promotional Review/Financial up-gradation - Staff	As per due date	--	As per standard procedure	45 working days prior to due date	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar	
Addition/deletion of dependents in Health Insurance/ Medical Claims/Reimbursements	As per requirement	Through email along with all the necessary documents for member to be added	Forms	Last week of the month of request	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.a.c.in Dr. Deepika Bhaskar, Registrar
Issues/queries related to Annual Increments	Undertaken Half-yearly/Bi-annual	--	As applicable	4-5 working days	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar	
Payment of NPL Bonus	Annual	--	As applicable	4 working days	Extn. 177 admin-hr@iiitd.ac.in Ms. Aditi Sati Junior Administrative Officer	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.a.c.in Dr. Deepika Bhaskar, Registrar
Issues/queries related to Pay Fixation	As required	Through email	As applicable	4-5 working days	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Dr. Deepika Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar	

Outsource staff recruitment process	As per requirement	Through email	Requisition form	10 working days	Extn. 431 recruitment@iitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 recruitment@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.ac.in Dr. Deepika Bhaskar, Registrar
Issues/queries related to outsource staff	As per requirement	Through email	As applicable	2-3 working days	Extn. 431 recruitment@iitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 recruitment@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.ac.in Dr. Deepika Bhaskar, Registrar
Issuance of NOC/Certificates (Staff) 1. Passport 2. Visa 3. Job 4. Residential Proof 5. Any other document	As per actual requirement	Request email along with google form	Mentioned in google form 1. https://forms.gle/6ZDRwKCqocNpPDFK8 2. https://forms.gle/PZ6ZdJwXZ57dfxKf6 3. https://forms.gle/8C2cMXu8V6MmZiw78 4. https://forms.gle/mycXHpDLBJfu3CAYA 5. https://forms.gle/6h63o8nh6XhfhDBk6	5-7 working days	Extn. 177 admin-hr@iitd.ac.in Ms. Aditi Sati Junior Administrative Officer	Extn.-432 admin-hr@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.ac.in Dr. Deepika Bhaskar, Registrar
RTIs/CPGRAMS pertaining to HR division	Ongoing	Application/letter	Email	10 working days	Extn.-432 admin-hr@iitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iitd.ac.in Dr. Deepika Bhaskar, Registrar	
Salary Advance	Ongoing	The related	As applicable	4-5 working days	Extn.-432	Extn.-419	

		form at the link : https://iiitd.ac.in/form_docs			admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar	
Queries related to website update	Yearly	Through email	As applicable	7 working days	Extn. 177 admin-hr@iiitd.ac.in Ms. Aditi Sati Junior Administrative Officer	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar
Leave Related Queries	As per requirement	Through email	As applicable	2 working days	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Dr. Deepika Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar
Issues/queries related to ERP	As per requirement	Through email	As applicable	4-5 working days	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Dr. Deepika Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar
LTS advance (Staff)	As per requirement	Through email along with dates of journey, destination & advance amount	The related form at the link : https://iiitd.ac.in/form_docs	7 working days	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Dr. Deepika Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar
		Queries	--	2-3 working days			

LTS Reimbursements (Staff)	As per requirement	Filled claim form along with proof of travel	The related form at the link : <u>https://iiitd.ac.in/frm_docs</u>	4-5 working days	Extn. 431 <u>admin-hr@iiitd.ac.in</u> Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 <u>admin-hr@iiitd.ac.in</u> Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Dr. Deepika Extn.-419 <u>registrar@iiitd.a.c.in</u> Dr. Deepika Bhaskar, Registrar
	Queries	--		2-3 working days			