Updated on 15 Aug 2025

1. Date of joining matters so join asap.

2. Take colored printout of **offer letter** (3 copies) and **passport size photos** (10 copies)

3. Take some printout of **Aadhar card** and **PAN card.**

4. Initiate transfer request of your SBI account to IIT BHU SBI branch (**SBIN0011445**) for fast salary dispatch.

   (a) If not possible try to open an account (Location).

5. Complete your medical fitness certificate before coming to campus. Certificate must be signed by **CMO**. If asked for medical certificate then consider following options

   (a) Sir Sundar Lal Hospital (Inside Campus) takes 4 days of commitment
   (b) **Shri Shiv Prasad Gupt Divisional District Hospital** is a good option when you are in Varanasi.

6. Report to the department head (in the first half) because joining time matters.

7. One week continuous stay is free in GTAC. After that try to avail **normal AC room** (2000 Rs) because deluxe room is little expensive.

8. Office will dispatch the document to dean of faculty affair (DOFA) office (ground floor of the admin building).

   - 9005840352 Durga Das Ji in the DOFA office will help you

9. Accommodation

   - For apartment allotment in campus go to estate office (**first floor of the admin building**)
     – 8004233290 Utkarsh Ji for apartment allocation
     – 9260988072 Apurva Ji to get the information about the available room.
   - Write an application to **office.estates@iitbhu.ac.in** about your preference of apartment
   - After getting the allocation letter on email and hard copy, write a mail to Institute Work Department (IWD) for repairing **office.iwd@iitbhu.ac.in**
     – Connect with 9450822813 Atul Ji for fast execution

10. GTRA guest room is a good option to stay after 1 week, GRTA guest room will be booked by residents of GRTA only, so try to take help from some known faculty.

    - Dr. Meghanshu Vashista (Mechanical), Incharge of both GRTA and GTAC
    - 9838711122 Avdhesh Ji for GRTA
    - 7618997529 Bharat Ji (Guard) in GRTA
    - 9265065676 Sanjay Kumar Ji for Laundry

11. Read Faculty handbook and wait for **joining report**.

12. **Leaves**: Use Form - 2 for leave application (Link) till your samarth portal is not active.

13. Relocation

    (a) Relocation bill to be submitted withing 60 days of joining. Service provider should give you GST type bill.

    (b) Gate pass will be needed for truck to exit. Collect gate pass form from your department office, get it signed by head of the department. Attach a photo copy of the Aadhar card along with signed form and git it signed from IIT BHU proctor office (Location). Finally, it get it signed from Chief Proctor office (Location).

14. Collect your **joining report** from department office. Take some couples of printout of joining report.

15. Salary section work (in front of estate office)

    - Take printout of **addhar card, PAN card, joining report** and submit to salary section.
    - Take printout of one month **statement of bank** (**IFSC code** must be visible) **or** printout of **passbook front page.**

16. Now time to take email ID and Internet access

    (a) Write an email (help.email@itbhu.ac.in, head.cis@iitbhu.ac.in) to Centre for Computing and Information Services (CCIS), copy to HOD, and copy to Mahesh ji (mahesh.cis@iitbhu.ac.in)

    (b) Use help.email@itbhu.ac.in for internet access.

    (c) 8299229261Tahir Ji for internet

17. Wait for your **payslip.**

18. Make **Samarth IITBHU** account (Link) using username (Employee ID).

    - Email to nodalofficer.samarth@itbhu.ac.in and cc to office.facultyaffairs@itbhu.ac.in

19. Employee login (Link) using email ID without @itbhu.ac.in.

    - For **krishna.mec**@itbhu.ac.in, username and password will be **krishna.mec**
    - Email to **help.website@itbhu.ac.in** for any correction

20. Go to **Employee's health center** for **medical book** (Location), timing 8:30 AM to 1:30 PM.

21. Go to service IITBHU

    (a) Make your profile using the details given in payslip. Submit it for verification.

    (b) Apply for ID card in the services.iitbhu.

    (c) Email to **office.facultyaffairs@itbhu.ac.in** for any correction.

22. After ID card, go to library registration desk with photocopy of your **ID card and one passport size photo**.

    - Follow the instruction given in your institute email ID.

- Collect your Library card from registration desk.
- Contact librarian to make your Turnitin account.

23. Some important contacts

    (a) GAIL 8874830565

    (b) Electric complain 8299009927

24. Online complain to IWD through online portal (Website). Write an email through your institute email to anuragtripathi.cis@itbhu.ac.in to make an account.

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