

Request for revision of pay for Temporary/Project Staff

1	Name of the Employee	
2	Qualification	
3	Date of Birth	
4	Designation as on Date	
5	Proposed Designation (As per Circular dated: 16.01.2020)	
6	Department	
7	Date of appointment	
8	Date of Expiry of Contract	
9	Current Remuneration	
10	Proposed remuneration	
11	Source of Funds (MHRD/Projects(CSSP/CSIC/SID))	
12	Cost Centre/WBS element	
13	If the proposed designation is different from the current designation, justification for recommending the alternate designation.	
14	Whether staying in Govt accommodation(based on employee declaration)	
15	Whether HRA declaration is enclosed	Personal email id
16	Whether undertaking to abide by the rules and regulations of the Institute is enclosed.	Mobile No
17	Personal email id	
18	Mobile No	
19	Complete Residential Address with ward no	

(Please see implementation guidelines on page 2 before filling up this form)

Signature of the Chair of the Department

General Guidelines

1. The proposed salary should be in accordance with the Institute Circular dated: 16.01.2020.
2. For all appointments under Projects, PI should ensure fund availability before recommending the higher salary as per the circular dated: 16.01.2020.
3. The pay revision is effective from 01.04.2019 or the date of joining of the employee whichever is later.
4. Wherever the employee is drawing less than the entry-level pay, they shall be placed in the entry level pay irrespective of their no. of years of service.
5. Wherever the employee is being paid more than the entry level pay of the pay band, it shall be ensured that the employee is not put to loss. The revised pay shall be the existing pay/124%, rounded up to the next 1000/-. If an employee is drawing 26000/ where the maximum pay allowed is Rs. 22000, the revised pay shall be 21000+HRA i.e. 26000/124% rounded up to next Rs. 1000.
6. All other positions shall be mapped to the one of the designations with justification with respect to qualifications required for the post, but not based on the qualification of the employee working in that position.
7. If the current designation or in case where a different designation is proposed, the proposed designation, is not in the list of designations available, the pay revision will not be implemented.
8. The appointments for special offices/purposes like OLSEH/ODAA/OCCaP/OIR etc will be governed by the terms of contract/notification for such positions. Hence the revision of pay is governed by such contracts/terms of appointment.
9. Pay revision for consultants/part-time appointments, shall be taken-up separately as per their terms of appointment.
10. All employees appointed after 01.04.2019 shall be placed at the entry level pay unless higher pay is approved by the competent authority in specific cases.
11. The requests should reach on or before 20th of the month to make it effective in the current month pay roll.