



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2023-24/.18.

Date: 16..January 2024

Notification

Subject: Increment of project staff at the time of extension of service -reg.

It is hereby notified that to have flexibility in project operations and to retain highly qualified/experienced project staff members an additional increment (max. up to 03) may be given at the time of extension. Additional increments can only be given based on the recommendation of an annual performance review committee, concurred by the Dean (R&D) and approved by the Director. The committee will be proposed by the PI as per R&D norms and approved by the Dean (R&D). In any case, the funding agency norms will prevail. The maximum salary payable to the project staff will be within the approved salary scale for that position. The format for the recommendation of an annual performance review committee is attached as **Annexure-A**.

This issues with the approval of the Competent Authority.

Prof. Samanwita Pal
Dean(R&D)

Distribution:

1. Director-for kind information
2. Deputy Director-for kind information.
3. AD(R&D)
4. All Heads
5. All Faculty
6. All Staff
7. All Project Staff
8. Office of R&D
9. Webmaster for updating in R&D Webpage

Annexure: A

Recommendation of an Annual Performance Review Committee

1.	Name of the PI	
2.	Project No.	
3.	Project Title	
4.	Name of the project staff	
	PF No.	
5.	Present Appointment	
	a) Mode	
	b) Designation	
	c) Current Salary per month	
	d) Joining date	
	e) Date of Term Expiry	
6.	Justification for Extension	
	a) Service Record (Satisfactory/ Unsatisfactory)	
7.	Extension desired	
	Period	From : To:
	i) Salary per month	Rs.
	ii) Increment proposed	
8.	Justification for Additional Increment (Max. Up to 03 Increment as per R&D norms)	

Recommendation of the Committee

Members:.....
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Name and Signature of the Committee Members:

- i) _____ (Chairman)
- ii) _____ (Member)
- iii) _____ (Member)
- iv) _____ (Member)
- v) _____ (Convenor/PI)