



Indian Institute of Technology Jodhpur
Office of Research & Development

No. IITJ/R&D/2021-22/07

Date: 02 September 2021

CIRCULAR

Subject: Streamline the Office Process (Office of R&D)

As approved by the *Research & Development Management Committee* in its 5th meeting held on 05 July 2021, the following guidelines has been circulated for the information and necessary implementation.

- a) Work Experience Certificate may be signed by AR (R&D) after the approval of the Dean (R&D)
- b) No Dues will be signed by AR (R&D)
- c) Appointment letter will be signed by AR (R&D) after the approval of Dean (R&D)
- d) Extension letter may be signed by AR (R&D) after the approval of Dean (R&D)
- e) Leave application will be granted by the AR (R&D)
- f) Salary slip will be signed by AR (R&D)

In case of absence of AR(R&D), the aforementioned documents will be signed by the official who has taken the responsibilities of AR (R&D).

This issues with the approval of the competent authority.


02/09/2021

Baikuntha Nath Sahu
Assistant Registrar (R&D)

Copy to:

- 1. Director
- 2. Dean (R&D)
- 3. Associate Dean (R&D)
- 4. Registrar
- 5. Deputy Registrar (R&D - Accounts)
- 6. Office of R&D
- 7. All staff of Office of R&D