

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/form_docs	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	
Appraisals related queries	Yearly/ as per due date	Through email	As applicable	As per Annual Calendar	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant 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.ac.in Dr. Deepika Bhaskar, Registrar
Recruitment related queries	--	--	--	2-3 working days			

<p>Joining Process</p> <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	<p>Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer</p>	<p>Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar</p>	
<p>Exit process Resignation/ termination/other</p>	As applicable	Through email	As applicable	2-3 working days	<p>Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer</p>	<p>Extn.-432 admin.hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer</p>	<p>Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar</p>
No Dues and related queries	As per requirement	Through Email	As applicable	30 working days before the last working day	<p>Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer</p>	<p>Extn.-432 admin.hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer</p>	<p>Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar</p>

Queries related to Relieving	As per requirement	Through email (Recommended by the concerned Head)	As applicable	As per RPR-2024	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 adminhr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar
Full and Final Settlement (after exit)	As required	--	--	-	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 adminhr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.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. 433 admin-hr@iiitd.ac.in Ms. Aditi Sati Junior Administrative Officer	Extn.-432 adminhr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar

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/Reimburse ments	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 adminhr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.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. 433 admin-hr@iiitd.ac.in Ms. Aditi Sati Junior Administrative Officer	Extn.-432 adminhr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.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@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 recruitment@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.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@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 recruitment@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer	Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar

<p>Issuance of NOC/Certificates (Staff)</p> <ol style="list-style-type: none"> 1. Passport 2. Visa 3. Job 4. Residential Proof 5. Any other document 	<p>As per actual requirement</p>	<p>Request email along with google form</p>	<p>Mentioned in google form</p> <ol style="list-style-type: none"> 1. https://forms.gle/6ZDRwKCqocNpPDKF8 2. https://forms.gle/PZ6ZdJwXZ57dfxKf6 3. https://forms.gle/8C2cMXu8V6MmZiw78 4. https://forms.gle/mycXHpDLBJfu3CAYA 5. https://forms.gle/6h63o8nh6XhfhDBk6 	<p>5-7 working days</p>	<p>Extn. 433 admin-hr@iiitd.ac.in Ms. Aditi Sati Junior Administrative Officer</p>	<p>Extn.-432 adminhr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer</p>	<p>Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar</p>
<p>RTIs/CPGRAMS pertaining to HR division</p>	<p>Ongoing</p>	<p>Application/letter</p>	<p>Email</p>	<p>10 working days</p>	<p>Extn.-432 admin-hr@iiitd.ac.in Sh. Mohit Kumar Sharma, Deputy Administrative Officer</p>	<p>Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar</p>	

Salary Advance	Ongoing	The related form at the link : https://iiitd.ac.in/form_docs	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	
Queries related to website update	Yearly	Through email	As applicable	7 working days	Extn. 433 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	Dr. Deepika Extn.-419 registrar@iiitd.ac.in Dr. Deepika Bhaskar, Registrar

						Administrative Officer	
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@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 : https://iiitd.ac.in/form_docs	4-5 working days	Extn. 431 admin-hr@iiitd.ac.in Ms. Roopali Kashyap, Assistant Administrative Officer	Extn.-432 admin@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			