OFFICE ORDER


Reference: Office Memorandum of MHRD bearing No. 10-15/2008-TS.1 dated 06.10.2008

Consequent upon the issuance of the above referred Office Memorandum/Order, the following forms are required to be filled up as a statutory requirement in order to process the pay fixation in respect of non-academic employees of the Institute.

(i) Form of the Option for 6th Central Pay Commission
(ii) Certificate of Undertaking

All non-academic employees of the Institute on regular pay scale are directed to fill up the aforesaid forms and submit the same to the Administration Section latest by 31.10.2008. The aforesaid forms are attached alongwith this Office Order.

(R K Sachan)
Deputy Registrar (Admin.)

Copy to:
1. Director
2. Deputy Director
3. Heads of Departments/ Sections/ Units
4. Registrar
5. All Deputy Registrars
6. Notice Boards
7. Web Master