INDIAN INSTITUTE OF TECHNOLOGY DELHI
IRD Unit

No. IITD/IRD/MI01346/AWC18213/IC14866/ 199731 Date: 26/9/23

Office Memorandum

Office Memo for Casual Appointment as detailed below:

Reference No./Request No.	AWC18213
Name & Casual Appointment No.	Mr./Ms. NAVEEN SWAROOP (Contract No : IC14866)
Project No.	MI01346
Project Title	MI created for a Newely Created funds of Deptt. of Management Studies
Budget Head	Salary
Name of the Principal Investigator & Deptt/Centre/School	Prof. Mahim Sagar , Dept. of Management Studies
Job Responsibilities	Assitance in departmental work
Equivalent Project Staff Designation :	Sr. Project Assistant (Tech)
Period of Casual Appointment	01-09-2023 to 30-11-2023
Total Payment	Rs. 135000.00
Payment Terms & Conditions	Payment will be released on submission of PRCA Request on IRIS.
Other Terms & Conditions	Casual Appointment can not be extended beyond 3 months. The Casual Appointee is not eligible for Institute accomodation

This has approval of the Competent Authority

26/9/2023

Assistant Registrar (IRD)

Mr./Ms. NAVEEN SWAROOP
(Through Prof. Mahim Sagar
Dept. of Management Studies)

औद्योगिक अनुसंधान और विकास इकाई
भारतीय प्रौद्योगिकी संस्थान, दिल्ली

आपके ऑनलाइन अनुरोध **AWC17500 (MI01346)** के संदर्भ में, आवश्यक कार्रवाई की गई है और आपकी जानकारी के लिए कार्यालय ज्ञापन पत्र की हस्ताक्षरित प्रति पृष्ठ के पीछे है।

आपको धन्यवाद

26.05.2023

सहायक कुलसचिव
औद्योगिक अनुसंधान विकास इकाई

वितरण/ Distribution

Mr./Ms. NAVEEN SWAROOP
(Through Prof. Mahim Sagar
Dept. of Management Studies)

पृष्ठ के पीछे देखें (P.T.O.)

INDIAN INSTITUTE OF TECHNOLOGY DELHI
IRD Unit

No. IITD/IRD/MI01346/AWC17500/IC14250/ 159323 Date: 29/5/23

Office Memorandum

Office Memo for Casual Appointment as detailed below:

Reference No./Request No.	AWC17500
Name & Casual Appointment No.	Mr./Ms. NAVEEN SWAROOP (Contract No : IC14250)
Project No.	MI01346
Project Title	MI created for a Newely Created funds of Deptt. of Management Studies
Budget Head	Salary
Name of the Principal Investigator & Deptt/Centre/School	Prof. Mahim Sagar , Dept. of Management Studies
Job Responsibilities	Programmee Office
Equivalent Project Staff Designation :	Sr. Project Assistant (Tech)
Period of Casual Appointment	01-06-2023 to 31-08-2023
Total Payment	Rs. 135000.00
Payment Terms & Conditions	Payment will be released on submission of PRCA Request on IRIS.
Other Terms & Conditions	Casual Appointment can not be extended beyond 3 months. The Casual Appointee is not eligible for Institute accomodation

This has approval of the Competent Authority

26.05.2023

Assistant Registrar (IRD)

Mr./Ms. NAVEEN SWAROOP
(Through Prof. Mahim Sagar
Dept. of Management Studies)

Project Coordinator

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit

No. IITD/IRD/PF/NS-600465/242461 Dated: 08 /02/2024

OFFICE MEMORANDUM

The resignation submitted by Mr. Naveen Swaroop (E. Code: 600465) from the post of Sr. Project Assistant (Admin) working under project entitled "MI created for a Newly Created Funds of Department of Management Studies" (MI01346) in operation under Prof. Mahim Sagar, Department of Management Studies is hereby accepted w.e.f. 12/02/2024 (A/N).

8/2/2024

Assistant Registrar, IRD

Mr. Naveen Swaroop (E. Code: 600465)
Sr. Project Assistant (Admin)
Department of Management Studies

Copy To: Prof. Mahim Sagar,
Department of Management Studies

Head, Department of Management Studies

D.R. (IRD Accounts)

Final Settlement may only be made on production of NO DUES CERTIFICATE.

Dean of Students

Project file: (MI01346)

विभाग : प्रबंध अध्ययन
Dept.: Management Studies
IITD...2024..BMAS...23783
Date : 01-02-2024

Form No. IRD/REC-8 (A)

INDIAN INSTITUTE OF TECHNOLOGY DELHI
Industrial Research & Development Unit

Resignation Form for Project Staff

1. Name & Employee Code of the Staff: NAVEEN SWAROOP (600465)
2. Mobile Number & Office Phone No.: 9555212095
3. Designation : Sr. PROJECT ASSISTANT (ADMIN)
4. Department : DEPARTMENT OF MANAGEMENT STUDIES
5. Project / Consultancy No. : MI01346
6. Reason for Resignation : DUE TO PERSONAL REASONS
7. Date of Joining : 08.12.2023
8. Date of Reliving : 12.02.2024 (AN)
9. Last Salary Drawn upto : Rs. 37900 + 27% HRA January 7, 2024.
   (To be verified from IRD Accounts)

Verified

24/01/24

(Signature of the Employee with Date)

Note: It is obligatory to give one month notice. However, on the recommendations of PI, the notice period is relaxable with the approval of Dean (R&D).

PI/CI has a right to terminate appointment with a notice of one month depending upon the performance or conduct of the candidate. Candidate too may resign from the post by giving one month notice or salary in lieu of the notice period.

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10. Recommendations and comments of PI:
Accepted

(Whether resignation accepted / not accepted) Accepted

11. Name & Signature of PI: Prof. Mahim Sagar

12. Signature of HOD/HOC:

13. Date: 1/2/24

To: A.R. (IRD)