



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur
अधिष्ठाता प्रशासन कार्यालय
Office of Dean, Administration

No. - Estt/DOAD/2022/IITK/1218

Date - 11/10/2022

OFFICE MEMORANDUM

Subject: Issuance of work experience certificate

In recent past, it has been observed that work experience certificate to project employees and employees engaged through third party contractor is issued by Project Investigators (PIs). Reference is hereby drawn to point no. 1.3 (other terms and conditions) of Office Order No. - Estt/DOAD/2020/IITK/905, dated - 05-10-2020 which states that such certificate shall be issued by Office of Dean, Administration.

Therefore, it is re-emphasized that the work experience certificate for project employees will be issued by the Office of Dean, Administration (DOAD) or Office of Dean, Research and Development (DORD) as the case may be. The work experience certificate of employee engaged through third party contractor will not be issued by DOAD or DORD offices.

Further, work experience certificate issued by any person/office other than the office of DOAD and DORD will not be taken into account for any official purpose at IIT Kanpur.

Braj Bhushan
Dean, Administration

Copy to:

1. Director
2. Deputy Director
3. All Deans
4. All PIs
5. Registrar
6. DR (Rect. Section) for information & necessary action
7. All Heads of the Department/IDPs/Centers/Sections/Unit-in-charges
8. Officer-in-charge (Accounts Section)
9. Website through Webmaster