



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

No. Estt./REO/DOAD/2020/807  
Date November 03, 2020

**Office Order**

**Subject:** Review of service conditions including leave and other benefits to Research Establishment Officers (REOs)

The Board of Governors in its 235<sup>th</sup> (2020/3<sup>rd</sup>) meeting held on October 16, 2020 approved the following:

- 1) Maternity and paternity leave, as applicable to regular employees of the Institute, may be extended to REOs.
- 2) 25 days of Childcare leave per year on pro-rata basis. During this period, other rules will be as applicable to regular employee of the Institute as per office order number Estt./OO/2016/IITK/692 dated 29<sup>th</sup> August 2016 and as amended from time to time.
- 3) Allowance such as children education, LTC, leave encashment, telephone bill reimbursement, personal computer advance, house building advance are only admissible to regular employees. Hence theses cannot be extended to REOs.
- 4) The position of REO cannot be extended or continued after the completion of 5 years of contract appointment.

This office order will be effective with immediate effect.

Prof. Onkar Dikshit  
Dean, Administration

Copy to:

1. Director
2. Deputy Director
3. All Deans
4. All HODs
5. Registrar
6. Joint Registrar (F&A)
7. Deputy Registrar (Admin.)
8. All concern REOs
9. Website through webmaster