



**भारतीय प्रौद्योगिकी संस्थान कानपुर**  
**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**प्रशासन अनुभाग**  
**ADMINISTRATION SECTION**

कमरा सं. 211, (संकाय भवन)

पो. आई आई टी कानपुर - 208016 (उ.प्र.), भारत

Room No. 211 (Faculty Building)

PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./Promotion/2019/IITK/239

Date: March 20, 2019

**OFFICE ORDER**

**Subject:** Promotion list under the Recruitment and Promotion Rules in respect of non-teaching staff members of the Institute.

**Reference:** Office Order No. DIR/IITK/2018/OO-104 dated 27.11.2018

In pursuance of the decision taken by the Board, as circulated vide Office order referred above, and recommendations of the promotional committee constituted by the Director, the under-mentioned staff members stands promoted within the group under the Recruitment and Promotion Rules w.e.f. the date as mentioned against them in Column 6.

Sr. No.	P.F. No.	Employee Name (Dr. / Shri/Smt./Ms)	Designation	Current level of Pay	Promoted w.e.f.	Revised level of Pay	Revised Designation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	4437	Sant Ram Yadav	Helper	Level - 4 (25500-81100)	01.12.2017	Level - 5 (29200-92300)	Helper
2	4474	Dr. Ram Bilas	Senior Technical Superintendent	Level - 8 (47600-151100)	01.09.2017	Level - 9 (53100-167800)	Senior Technical Superintendent (SG)
3	4601	Vimla Raj Yadav	Senior Staff Nurse	Level - 8 (47600-151100)	01.01.2019	Level - 9 (53100-167800)	Senior Staff Nurse(SG)
4	4606	Sangita Maclay	Senior Staff Nurse	Level - 8 (47600-151100)	01.01.2019	Level - 9 (53100-167800)	Senior Staff Nurse(SG)
5	4630	Om Prakash Shah	Junior Superintendent	Level - 6 (35400-112400)	01.01.2019	Level - 7 (44900-142400)	Superintendent
6	4804	Indira Devi Srivastava	Attendant Gr - I	Level - 2 (19900-63200)	01.07.2018	Level - 4 (25500-81100)	Attendant Gr - I
7	4848	Gauri Singh Thapa	Technical Superintendent	Level - 7 (44900-142400)	01.01.2019	Level - 8 (47600-151100)	Senior Technical Superintendent
8	4892	Sumitra Devi	Attendant Gr - II	Level - 2 (19900-63200)	01.01.2019	Level - 4 (25500-81100)	Attendant Gr - I
9	5097	Manoj Kumar Srivastava	Superintendent	Level - 7 (44900-142400)	01.01.2019	Level - 8 (47600-151100)	Senior Superintendent
10	5101	Sujay Kumar Gupta	Assistant Registrar	Level - 10 (56100-177500)	01.01.2019	Level - 11 (67700-208700)	Assistant Registrar (SG)
11	5173	Manoj Kumar	Assistant Registrar	Level - 10 (56100-177500)	01.01.2019	Level - 11 (67700-208700)	Assistant Registrar (SG)

20/3/19



Sr. No.	P.F. No.	Employee Name (Dr. / Shri/Smt./Ms)	Designation	Current level of Pay	Promoted w.e.f.	Revised level of Pay	Revised Designation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
12	5373	Santosh Pramanik	Junior Technical Superintendent	Level - 6 (35400-112400)	01.01.2018	Level - 7 (44900-142400)	Technical Superintendent
13	5440	Shashi Kapoor Prajapati	Junior Technician	Level - 3 (21700-69100)	01.01.2019	Level - 5 (29200-92300)	Senior Technician
14	5094	Ramakant	S.L.I.A	Level - 6 (35400-112400)	01.01.2018	Level - 7 (44900-142400)	ALIO
15	4477	Rajender.	Junior Technical Superintendent	Level - 6 (35400-112400)	01.01.2018	Level - 7 (44900-142400)	Technical Superintendent
16	4536	Hemant Kumar	Attendant	Level - 4 (25500-81100)	01.01.2019	Level - 5 (29200-92300)	Senior Attendant
17	5365	Rohit Kumar Singh	Junior Technician	Level - 3 (21700-69100)	01.01.2019	Level - 5 (29200-92300)	Senior Technician
18	4328	R P Singh	Senior Technical Superintendent	Level - 8 (47600-151100)	01.12.2018	Level - 9 (53100-167800)	Senior Technical Superintendent (SG)
19	5330	Jeyachandran G	Junior Technician	Level - 3 (21700-69100)	01.01.2018	Level - 5 (29200-92300)	Senior Technician
20	5423	Manmohan Sakhuja	Junior Assistant	Level - 3 (21700-69100)	01.01.2018	Level - 5 (29200-92300)	Senior Assistant
21	5433	Pravin Kumar Sharma	Junior Technician	Level - 3 (21700-69100)	01.01.2019	Level - 5 (29200-92300)	Senior Technician

2. The aforesaid revised Levels shall be held '**personally by the incumbent**' and shall revert back to its original position when the incumbent vacates the post due to death, retirement, resignation, or appointment to a cadre post. The other terms and conditions of the service of the incumbent will however remain the same, as were made applicable to them at the time of his / her appointment in a permanent post. The incumbent will continue to discharge whatever duties he was performing before promotion in addition to any other work that may be assigned to him by the Head of the Department/ Section/Unit, though they shall be liable to higher duties and responsibilities that may be assigned to them in future.

3. The pay of the incumbent in the promoted level of pay will be fixed subject to furnishing an undertaking by them, the format of which is available in the Administration Section. In addition, the incumbent concerned shall exercise an option within a period of fifteen days, in the prescribed proforma obtainable from Administration Section, as to whether he / she would like to have the benefit of promotion from the date of promotion stated in this order or from the date of his usual increment i.e., 1<sup>st</sup> January or 1<sup>st</sup> of July. The above option is to be sent directly to the Joint Registrar (Admin) so as to reach the Administration Section on or before **08.04.2019** failing which the pay of the incumbent will irrevocably fixed from the date of their promotion. The option once exercised shall be final. No request for change in option shall be entertained under any circumstances beyond the stipulated last date.

  
20/3/19  
K K Tiwari  
Registrar

Copy to:

- |                                  |   |
|----------------------------------|---|
| 1. Official / Person Concerned   | 2. Director                                   |
| 3. Deputy Director               | 4. Joint Registrar (Admin.)                   |
| 5. Officer - In - Charge (F & A) | 6. Department Concerned                       |
| 7. Recruitment Section           | 8. Personal File - Official / Concerned staff |
| 9. File - Office Order           | 10. Web Master                                |

**INDIAN INSTITUTE OF TECHNOLOGY KANPUR**  
**ADMINISTRATION SECTION**

**OPTION - FORM**

An employee has to exercise option for fixation of pay on promotion to the higher post, which read as under:-

**A. F.R. 22 (1) (a) (1)**

either the initial pay in the higher post may be fixed at the next stage above the notional pay arrived at by increasing the pay in the lower post by an increment from the date of promotion.

**OR**

**B. F.R. 22 (1) (a) (2)**

The pay in the higher scale may be fixed initially at the next stage above that of the present pay on the date of appointment which may be re-fixed under the rule as in (A) above on the date of accrual of next increment in the lower post. The date of next increment falls due on completion of 12 months qualifying service from the date pay is fixed on the second occasion.

I hereby elect to be governed by the option as

EITHER IN 'A' (      )

**OR**

IN 'B' (      )

*(tick whichever is opted)*

above for fixation of my pay on the post of \_\_\_\_\_

**The above option exercised by me is final and I do understand that no further request for change of option will be entertained.**

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

P. F. No. : \_\_\_\_\_

Signatures of Head of Department:



## CERTIFICATE OF UNDERTAKING

I hereby undertake that any error in determining the eligibility of promotion granted to me and any excess payment made that may be found to have been made as a result of incorrect fixation of pay in the revised scales or grant of inappropriate pay band/grade pay or any excess payment detected in the light of discrepancies noticed subsequently will be revoked / refunded by me to the Institute either by adjustment against future payments due to me or by way of lump-sum recovery from my salary, as per the discretion of the Institute.

Signature.....

Name .....

P.F.No.....

Designation.....

Department.....

Date .....

**Counter Signed By Head of the Department/Unit/Section**