



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/ 639

Date: July 26, 2019

OFFICE ORDER

Subject: Promotion list under the Recruitment and Promotion Rules in respect of non- teaching staff member 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 member stands promoted within the group under the Recruitment and Promotion Rules w.e.f. the date as mentioned against her name in Column 6.

Sr. No.	P.F. No.	Employee Name	Designation	Current level of Pay	Promoted w.e.f.	Revised level of Pay	Revised Designation
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	5419	Ms. Sapna Gupta	Junior Assistant	Level - 3 (21700-69100)	01.01.2019	Level - 5 (29200-92300)	Senior Assistant

2. The aforesaid revised Level 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 an ex-cadre post. The other terms and conditions of the service of the incumbent will however remain the same, as were made applicable to her at the time of her appointment in a permanent post. The incumbent will continue to discharge whatever duties she was performing before promotion in addition to any other work that may be assigned to her by the Head of the Department, though she will be liable to shoulder higher duties and responsibilities that may be assigned to her in future.

3. The pay of the incumbent in the promoted level of pay will be fixed subject to furnishing an undertaking by her, 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, on the prescribed proforma obtainable from Administration Section. The above filled proforma is to be sent directly to the Deputy Registrar (Admin) so as to reach the Administration Section on or before 10.08.2019 failing which the pay of the incumbent will irrevocably fixed from the date of her promotion. The option once exercised shall be final. No request for change in option shall be entertained under any circumstances beyond the stipulated date.


 K K Tiwari
 Registrar

Copy to:

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