

INDIAN INSTITUTE OF TECHNOLOGY DELHI  
IRD Unit

No. IITD/IRD/RP03465G/AWC12884/IC10536/ 318962

Date: 7/4/21

Office Memorandum

Office Memo for Casual Appointment as detailed below:

Reference No./Request No.	AWC12884
Name & Casual Appointment No.	Mr./Ms. Deeksha Mishra (Contract No : IC10536)
Project No.	RP03465G
Project Title	Development of Multilayered Coated and Laminated Fabric for Aerostat Hull Material (JATC Sub Project # 22 under MI01618)
Budget Head	Other(Operation & Maintenance of Equipment)
Name of the Principal Investigator & Deptt/Centre/School	Prof. Mangala Joshi, Dept. of Textile & Fibre Engineering
Job Responsibilities	Experimental Work and Testing
Equivalent Project Staff Designation :	Jr. Research Fellow
Period of Casual Appointment	08-03-2021 to 07-06-2021
Total Payment	Rs. 93000.00
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 accommodation

This has approval of the Competent Authority as per rules.

Assistant Registrar (IRD)

Mr./Ms. Deeksha Mishra  
(Through Prof. Mangala Joshi  
Dept. of Textile & Fibre Engineering)

Self Attested  
Deeksha

## IRD Online System (IRIS)

### Casual Appointment

[Print](#)

Request No.	AWC13987			
Requested By	Mangala Joshi (15873) Professor Dept. of Textile & Fibre Engineering			
Subject	To appoint JRF			
<b>Project Details</b>				
Project Code	Project Title	Starting Date	Completion Date	Funding Agency
RP03465G	Development of Multilayered Coated and Laminated Fabric for Aerostat Hull Material (JATC Sub Project # 22 under MI01618)	01-12-2017	30-11-2022	DRDO, Directorate of Extramural R&I Property Right
PI/CI Details		Mangala Joshi (15873) Dept. of Textile & Fibre Engineering		
Casual Appointment No.		IC11539		
<b>Details &amp; Biodata of the Proposed Person for Casual Appointment</b>				
Name	Date of Birth	Upload Biodata (in IRD Biodata Format)		
Deeksha Mishra	15-02-1993	Open Biodata		
<b>Appointees Personal Details</b>				

*Self A Horted  
Deeksha...*

		Print	
	PAN/ Aadhar No. / Bank Account No.	Uploaded Document	Justification
PAN Details	CXFPM4733G	Uploaded Copy of PAN Card	OK
Aadhar Details	997751641520	Uploaded Copy of Aadhaar Card	OK
Bank Account No.	12680100011225	Uploaded Bank Account Details	OK
Bank Name & IFSC Code		Bank Name	Bank Branch IFSC Code
		Bank of Baroda	BHUTA KUWADA, UP IFSC code: BARBOBHUTAK
Whether the proposed Person is pursuing any fulltime Degree/Professional Course		No.	
Whether the proposed Person is employed in any other organization and pursuing any degree at IIT Delhi		No.	
<b>Duration of the Casual Appointment</b>			
From Date		To Date	
08-06-2021		07-08-2021	
<b>Purpose of Casual Appointment</b>			
Nature of Casual Appointment		Skill Level (Only for Casual Labour)	
One-time activity		Skilled	
<b>Required Qualification &amp; Skills, Specific Deliverables</b>			
Required Qualification & Skills		Specific Deliverables from the Appointee	Equivalent IRD Project staff Designation

BTEch MTech in Textile Engineering	Experimental Work, Testing	Jr. Research Fellow		
<b>Positions sanctioned under the project</b>				
Sanctioned Positions	Salary / Payslab	No. of Sanctioned Posts	No. of staff in position against this post (including Casual Appointments)	No. of Positions Vacant
Jr. Research Fellow	31,000 (For JRF as per DST norms)	2	1	1
<b>Payment Proposed</b>				
Budget Head	Total Payment			
Salary	62000.00			
<b>Previous Casual Appointment(s)/Contract(s)</b>				
Yes.				
From Date	To Date	Monthly Payment (in Rs.)		
08-03-2021	07-06-2021	31000.00		
Casual Appointment/Contract Beyond 3 Months under the same project (including already awarded & proposed one)		Yes. Has been Trained		
<b>Another Faculty to be included in the approval process</b>				
Emp. Code	Name	Deptt.		
16180	Bhupendra Singh Butola	Dept. of Textile & Fibre Engineering		
<b>Is HoD/HoC/HoS himself/herself is the PUCI?</b>				
No.				

*Self Attended  
Deeksha.*

Any Relaxation	No.		
Mandatory Declaration by PI	The above given information are true to the best of my knowledge.		
Current Status	Approved/Processed & Closed		
Is this a first time contract as per IRD norms?	No		
<b>Action Trail</b>			
Action Date	Action By	Action Taken	Remarks
16-10-2021 at 12:41 PM	Mangala Joshi (15873)	Submit	Kindly approve back date contractual
22-10-2021 at 11:11 PM	Bhupendra Singh Butola (16180 - PI)	Forward	Approved.
23-10-2021 at 01:08 PM	Head, Dept. of Textile & Fibre Engineering (15787) (HODTT - HOD)	Forward	Forward
25-10-2021 at 11:41 AM	Renu Bala (3170 - S)	Forward to AR (IRD)	This is 2nd casual appointment of Sh./Ms. Deeksha Mishra , against the 02 vacant post of SRF under the RP03465. Submitted for approval of A. Dean R&D.
25-10-2021 at 12:12 PM	Rama Sharma (27419 - TO)	Forward	Submitted for kind ex-post facto approval pl
27-10-	Sukumar Mishra	Approve	ok

2021 at 07:43 PM	(AD15995 - AD)		Print
28-10- 2021 at 11:17 AM	Renu Bala (3170 - S)	Forward OM /Invoice/Forwarding Letter for Signature	OM prepared and submitted for sign.
29-10- 2021 at 12:48 PM	Diksha (mis80686 - DISP)	Notify and Close	OM uploaded.

*Self Attested  
Diksha*