



INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
OFFICE OF INDUSTRIAL INTERACTION AND SPECIAL INITIATIVES

FORM NO. II&SI-S13B

Date :

Application for Part-Time Engagement of Staff in Consultancy/ Research & Other Projects

(Prior permission has to be obtained before engagement in the Part-time work and to be submitted to II&SI Section at the time of remuneration payment along with appropriate form)

A. Project Code. : [] Account Head : [Contingency/Recurring/Other (Please specify)]

B. Details of the Staff (To be filled by the Staff)
1. Name:
2. Designation:
3. Employee No.:
4. Department/ Center/Section:
5. IITG Email ID:
6. Contact Mobile Number:
C. Details of Project Engagement
7. Name of the Project/ Course
8. Name of the PI/Coordinating Faculty of the Project/ Course :
9. Proposed Work/ Employment Period:
(i) From Date: (ii) To Date:
(iii) Total Number of Hours Per Month:
(iv) Nature of Duty:
(a) I am aware that above duty is not the official duty allotted by the institute.
(b) Performing above duty will not affect my performance on my official duties.
(c) I will not perform the above mentioned duty in the official duty hours.
(d) I am aware that the failure to obey any rule and regulation may lead to cancellation of the above part-time engagement without any notice.
Date: Signature of the Employee
(To be filled by the PI/ Coordinating Faculty of the Project/ Course)
I am hiring Dr. /Mr. /Ms. /Mrs. for performing (nature of duty) at a remuneration rate of Rs..... per hour. I will not make any direct payment to the engaged staff. I will submit the appropriate form to II&SI Section for the payment of remuneration.
Date: Signature of PI/Coordinator

(To be filled by HoD/ HoC/HoS)	
(Strike out whichever is not applicable)	
I do not have any objection towards the above Part-Time engagement of Dr. / Mr. / Ms. / Mrs. as aforesaid.	
or	
I do have objection towards the above Part-Time engagement of Dr. / Mr. / Ms. / Mrs.	
Date:	Signature of HoD/ HoC/HoS
	Recommended / Not Recommended
Date:	Head (applicable only if the project is executed under other Department/Center/Section)
	Permitted / Not Permitted.
Date:	Registrar

NB: Original to be retained by PI/Coordinator, one copy by II&SI and third by the person concerned.