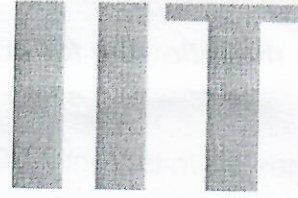




भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : (0542) 6702068, 2307004 (A.R.); 6702076, 2307005 (Office); FAX : 91-542-2368428; e-mail : office.facultyaffairs@itbhu.ac.in

अधिष्ठाता कार्यालय

संकाय कार्य

Ref. No. IIT(BHU)/FA/Misc./

Office of the Dean

Faculty Affairs

Date: 12.07.2017

To
All the Heads of the Departments &
Coordinators of the Schools
IIT(BHU), Varanasi

Sub.: Allotment of Employee ID & issue of Identity Card to faculty members other than regular.

Sir/Madam,

I am directed to inform you that employee number to the following category of faculty members other than regular is being allotted as per the details given against each:

Sl. No.	Category	Series of Employee Number
(i)	Institute Professor Institute Associate Professor Institute Assistant Professor	FAC-IP01, FAC-IP02, FAC-IP03,
(ii)	Visiting Faculty	FAC-VF01, FAC-VF02, FAC-VF03,
(iii)	Emeritus Professor	FAC-EP01, FAC-EP02, FAC-EP03,
(iv)	Honorary Adjunct Faculty	FAC-HAF01, FAC-HAF02, FAC-HAF03,
(v)	Adjunct Faculty	FAC-AF01, FAC-AF02, FAC-AF03,
(vi)	Institute Chair	FAC-IC01, FAC-IC02, FAC-IC03,
(vii)	Ramanujan Fellow	FAC-RF01, FAC-RF02, FAC-RF03,
(viii)	DST INSPIRE Faculty	FAC-DIF01, FAC-DIF02, FAC-DIF03,

The above faculty members are to be issued Identity Card from the Institute for the period of their engagement. They may also be issued e-mail ID by the Institute on their request.

Hence, I am directed to request you to intimate all such faculty members other than regular to apply online for issue of Identity Card. The print out of the application form alongwith appointment letter & joining letter is to be sent to the Institute Purchase Cell duly forwarded by you for necessary action at their end.

ASSISTANT REGISTRAR (FA)

P.T.O.

Ref. No. IIT(BHU)/FA/Misc./ 7182

Date: 12.07.2017

Copy forwarded to the following for information and necessary action:

1. All the Deans.
2. All the In-charges of Units/Centers/Offices
3. ✓ The Chairman, Web Management and E-mail Services Committee with a request to kindly make necessary provisions on the website of the Institute for online application for I Card in respect of all faculty members other than regular. In the details of personal information a column should be inserted for the period of their engagement at the Institute. The Identity Cards will be valid for that period only. E-mail IDs may also be issued to such faculty members on their request duly forwarded by the Head of the Departments/Coordinator of the Schools.
4. The Deputy Registrar (Accounts) with a request to arrange to issue Identity Card in respect of above faculty members through Institute Purchase Cell. The period of validity should also be mentioned in the Identity Card and it will be the period of engagement of a faculty member at the Institute. The ID Card is to be extended from time to time, as per extension of temporary assignment.
5. The Joint Registrar (Admin.-I)
6. The Joint Registrar (Admin.-II)
7. The Chairman, Senate Library Committee
8. All the Professor In-charges
9. The Chief Councillor, Gymkhana
10. The Chairman, Institute Works Department
11. The Chairman, IIT(BHU)-Cafeteria Committee.
12. The Chairman, Council of Wardens
13. The Coordinator, GTAC
14. The Deputy Chief Proctor
15. All the Assistant Registrars
16. PS to Director
17. PA to Registrar

Indian Institute of Technology (Banaras Hindu University)


ASSISTANT REGISTRAR (FA)