



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Forving the nation since 1919

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अधिष्ठाता कार्यालय
(अनुसंधान एवं विकास)

Office of the Dean
(Research & Development)

IIT (BHU)/R&D/2023-24/ 65 /L

Date: 14th Sept, 2023

NOTICE

This is to inform that this office is often receiving applications regarding resignation of staff(s) recruited under various Sponsored Project, Consultancy project etc. Some of the request(s) received are incomplete and thus require more processing time and create unnecessary hassle for the PI as well as the office. Thus, it is requested to kindly ensure and mention the following while submitting resignation request of project staff for approval of Dean (R&D):

1. Kindly mention the effective date and time (F.N./A.N.) of resignation so that the same may be utilized for records regarding salary processing.
2. Kindly ensure that the project staff(s) has surrendered his/her ID card or mention id card not issued.
3. Kindly ensure that the internet credentials have been disabled by informing the concerned section or mention internet credentials not taken (Email to: mahesh.cis@itbhu.ac.in)

The above will ensure smooth disposal of the work in an efficient way. This is issued with the approval of the competent Authority.

Assistant Registrar (R&D Admin)

Copy to:

1. All the Head of Departments/ Coordinator of the Schools, IIT(BHU) with a request to circulate it among all the PIs of different project.
2. The Chairman, Web Management & E-mail Services Committee for uploading on the website.

Assistant Registrar (R&D Admin)