



INDIAN INSTITUTE OF TECHNOLOGY KANPUR  
ADMINISTRATION SECTION

PO. IIT KANPUR-208016 (UP), INDIA

No. Estt./OO/2006/IITK/  
Date: January 20, 2006

## OFFICE ORDER

Subject: **Enhancement of tenure of contractual appointment.**

The Board was advised to consider the proposal for enhancement of tenure of contractual appointment from 3 years to 5 years in its 2005/4<sup>th</sup> meeting held on 25.11.2005. Accordingly, the Board **accorded the approval to enhance the tenure of contractual appointments** in respect of new entrants as well as initial terms of contractual appointments in respect of present employees of the Institute **from 3 years to 5 years**. For the employees on contractual appointment, following modalities shall be adopted to enhance their contract period from 3 years to 5 years.

- (i) Before three months of expiry of terms of contract period, the incumbent has to submit the request for extension of contract period to the Administration Section duly forwarded with remarks thereupon by the HOD/In-charge from concerned Department/Section/Unit.
- (ii) The LTC (elsewhere) facility would be admissible after completion of three years of contract period.
- (iii) Service Gratuity, meant for employees rendering 5 years or more of uninterrupted service would also be extended to the contractual employees whose term of contract is enhanced from 3 years to 5 years.

(R K Sachan)  
Deputy Registrar (Admin.)

Copy to:

1. All Departments/Sections/Units
2. Deputy Registrar (Admin.)
3. Recruitment Section
4. Notice Boards