



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY

(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)

PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35

CIRCULAR

The Competent Authority of the IASST approved the Rules and Regulations for issue of Identity Card (attached). All the employees (Regular/Contractual) are requested to submit the duly filled up undertaking form to the Library, IASST latest by 8th December, 2017.


(D. Goswami)
Registrar

Date: 23/11/2017.

Memo No. IASST/12/17-18/ 11583-11609

Copy to:

1. PS to the Director, IASST.
2. The FAO, IASST.
3. All the academic staff of the IASST. He/She is requested to circulate the circular among the staff members of the div./sec., IASST.
4. The Chief Consultant, IASST.
5. The Assistant Librarian, IASST.
6. The IEME, IASST.
7. The A.E., IASST.
8. The S.O.(Accts.), IASST.
9. The S.O. (Admn.), IASST.
10. Notice Board.
11. Concerned File.


D. Goswami

RULES AND REGULATIONS FOR ISSUE OF IDENTITY CARD



Approved
20/11/17
S. G. G. G.
Pl. Put up a note
to circulate
20/11/17

INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(AN AUTONOMOUS R & D INSTITUTE OF DST, GOVT. OF INDIA)
VIGYAN PATH, PASCHIM BORAGAON
GARCHUK, GUWAHATI-781035, ASSAM: INDIA

*Prepared the document and
submitted for perusal and
approval if agreed.*
[Signature]
20.11.17

Director

RULES AND REGULATIONS FOR ISSUE OF IDENTITY CARD

Rules and regulations for issue of identity card to REGULAR STAFF OF IASST

The following Rules and Regulations shall be followed for issue of Identity cards to the eligible regular staff members of IASST:

1. The list of eligible regular staff members will be maintained by the Registrar and issue to the concerned officer assigned to prepare/issue the ID cards.
2. Identity card is mandatory for all staff members/employee. Wearing of the ID card is considered to be an important mandatory requirement and hence everyone is urged to do so all the time during office/working hours.
3. Two copies of passport size photograph have to be submitted along with the application.
4. The ID card is not transferable. If lost, the user has to inform the issuing authority and nearest police station immediately.
5. The identity card is the property of IASST. In case of loss, finder has no right to retain or use it, but to hand over the card to nearest police station or contact at phone no. 0361-2270095/2273062.
6. A sum of Rs. 200.00 (Rupees two hundred only) will be charged for issue of new ID card, if the card is lost. However, he/she has to submit proof of loss of the card by submitting a certified copy of intimation made to the nearest police station.
7. The validity of ID card issued shall be up to the date of his/her superannuation/engagement in the institute.
8. The ID card has to be surrendered by the staff member and deposited in the office of the Registrar on the day of his/her superannuation/discontinuation or leaving the job.
9. The Registrar shall maintain a register to record the date of issue of the card with signature of the incumbent and also the date of receiving back the card with signature by the receiving official.
10. The staff member while applying for the ID card has to submit an undertaking that he/she will abide by all rules and regulations and terms and conditions and that the card shall be surrendered and deposited by him/her on the day of his/her superannuation/discontinuation or leaving the job.



11. In case of new appointment/promotion/change of designation or transfer and placement in other regular position from the present position within the institute, the staff member has to deposit the ID card in the office of the Registrar without fail on the day of his/her engagement in new position and shall apply for a new ID card as per Rules & Regulations in vogue.
12. The form of submission of undertaking will be available in the office of the Registrar.

**Rules and Regulations for issue of identity card to
CONTRACTUAL STAFF**

The following Rules and Regulations shall be followed for issue of Identity cards to the eligible Contractual staff members of IASST:

1. The list of eligible contractual staff will be maintained and issued by the Registrar to the concerned officer assigned to prepare/issue the ID cards.
2. Identity card is mandatory for all staff members/employee. Wearing of the ID card is considered to be an important mandatory requirement and hence everyone is urged to do so all the time during office/working hours.
3. A sum of Rs. 1,000.00 (Rupees one thousand only) will be paid by the staff member as security deposit through debit card to the institute's earmarked account. The amount can also be deposited in two monthly instalments of Rs. 500.00 each or can be deducted from the salary of the staff member after receiving an application from him/her to that effect. The fee is refundable after disengagement of the staff member.
4. Two copies of passport size photograph have to be submitted along with the application.
5. The ID card is not transferable. If lost, inform the issuing authority and nearest police station immediately.
6. The identity card is the property of IASST, Guwahati. In case of loss, finder has no right to retain or use it, but to hand over the same to nearest police station or contact at phone no. 0361-2270095/2273062.
7. A sum of Rs. 200.00 (Rupees two hundred only) will be charged for issue of new ID card, if the card is lost. However, he/she has to submit proof of loss of the card by submitting a certified copy of intimation made to the nearest police station.



8. The validity of ID card issued shall be up to the date of his/her engagement in the institute.
9. The ID card has to be surrendered by the contractual staff member and deposited in the office of the Registrar on the day of his/her disengagement.
10. The Registrar shall maintain a register to record the date of issue of the card with signature of the incumbent and also the date of receiving back the card with signature by the receiving official.
11. The staff member while applying for the ID card has to submit an undertaking that he/she will abide by all rules and regulations and terms and conditions and that the card shall be surrendered and deposited by him/her on the day of his/her disengagement from the work.
12. In case of any break in service, the incumbent has to deposit the ID card in the office of the Registrar without fail on the day of break from engagement. In case the person is reengaged or reappointed on a later date, the same card will be issued to him/her with clear mention of date of re-issue in the register along with the signature of the staff member.
13. Mere issue of the old ID card to the contractual staff member upon re-engagement/reappointment at a later date, the said staff member cannot claim continuity of his/her service for the break period.
14. A separate undertaking will be submitted by the staff member once he/she is reengaged/reappointed in order to receive the ID card.
15. The undertaking form will be available in the office of the Registrar.

**Rules and Regulations for issue of identity card to
FACULTY, SCIENTIST AND RESEARCH SCHOLARS/PDF ETC. UNDER
PROJECT/INSTITUTIONAL FUND**

The following rules and procedures shall be followed while issuing Identity cards to the eligible members of different categories of staff namely Faculty, Scientist and Research Scholar/Post-Doctoral Fellow etc. under project/institutional fund of IASST:

1. The list of eligible staff members of different categories of staff namely Faculty, Scientist and Research Scholar/Post-Doctoral Fellow etc. under project /institutional



- fund of IASST will be maintained and issued by the Registrar to the concerned officer assigned to prepare/issue the ID cards.
2. Identity card is mandatory for all staff members/employee. Wearing of the ID card is considered to be an important mandatory requirement and hence everyone is urged to do so all the time during office/working hours.
 3. The staff member/fellow while applying for the ID card has to submit an undertaking declaring that he/she will abide by all rules and regulations and terms and conditions and that the card shall be surrendered and deposited by him/her on the day of his/her appointment/ fellowship period is over.
 4. Two copies of passport size photograph have to be submitted along with the application.
 5. A sum of Rs. 1,000.00 (Rupees one thousand only) will be paid by the staff member as security deposit through debit card to the institute's earmarked account. The fee is refundable on superannuation/completion of fellowship/discontinuation from service/study. The amount can also be deducted from the salary of the incumbent after receiving an application from him/her to that effect.
 6. The ID card is not transferable. If lost, inform the issuing authority and nearest police station immediately.
 7. The identity card is the property of IASST, Guwahati. In case of loss, finder has no right to retain or use it, but to hand over the card to nearest police station or contact at phone no. 0361-2270095/2273062.
 8. A sum of Rs. 200.00 (Rupees two hundred only) will be charged for issue of a new ID card, if the card is lost. However, he/she has to submit proof of loss of the card through a certified copy of intimation made to the nearest police station.
 9. The validity of ID card issued shall be up to the date of his/her superannuation/completion of fellowship/discontinuation from service/study in the institute.
 10. The ID card has to be surrendered by the staff member and deposited in the office of the Registrar on the day of his/her superannuation/completion of fellowship/discontinuation from service/study.
 11. The Registrar shall maintain a register to record the date of issue of the card with signature of the incumbent and also the date of receiving back the card with signature by the receiving official.



12. In case of any new engagement/change over in other project/program from the present position within the institute, the scholar has to deposit the ID card in the office of the Registrar without fail on the last day of his/her previous engagement and shall apply for a new ID card as per Rules and Regulations of the institute.
13. In case of any break in service, the incumbent has to deposit the ID card in the office of the Registrar without fail on the day of break from engagement. In case the person is reengaged or reappointed on a later date, the same card will be issued to him/her with clear mention of date of re-issue in the register along with the signature of the staff member.
14. A separate undertaking will be submitted by the staff member once he/she is reengaged/reappointed in order to receive the ID card.
15. The undertaking form will be available in the office of the Registrar.

Registrar
Date:



INSTITUTE OF ADVANCED STUDY IN SCIENC AND TECHNOLOGY, DST, GOI
PASCHIM BORAGAON, GUWAHATI-781035, ASSAM

UNDERTAKING FOR SUBMISSION TO RECEIVE IDENTITY CARD

Submitted to the Director, IASST, Vigyan Path, Paschim Boragaon, Garchuk,
Guwahati-781035, Assam on Date:

REGULAR STAFF OF IASST

I, Prof/Dr/Mr/Mrs/Ms _____ S/O or D/O of _____
am working in the Institute of Advanced Study in Science and Technology (IASST) as a
regular staff in the position of _____ in the
division/section _____ w.e.f. _____
(copy of appointment order enclosed).

I hereby furnish this undertaking and convey my acceptance to the terms and conditions as
laid down by the institute authority for issue of Identity (ID) card to regular staff members. I
also declare that I shall abide by all the Rules and Regulations prescribed for issue of the ID
card to the regular staff of the institute as notified vide Notification
No..... dated, I understand that
the IASST authority reserves the right to take any disciplinary action against me, if the
provision of the rules and regulations is found to be flouted by me bringing disrepute to the
institution.

Signature

Name (Block letters):

Designation:

Division/Establishment/Section



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY, DST, GOI
PASCHIM BORAGAON, GUWAHATI-781035, ASSAM

UNDERTAKING FOR SUBMISSION TO RECEIVE IDENTITY CARD

Submitted to the Director, IASST, Vigyan Path, PaschimBoragaon, Garchuk,
Guwahati-781035, Assam on Date:

CONTRACTUAL STAFF/WORKER OF IASST

I, Prof/Dr/Mr/Mrs/Ms _____ S/O or D/O of _____
am working in the Institute of Advanced Study in Science and Technology (IASST) as a
contractual staff in the position of _____ in
the division/section _____ w.e.f.
_____ (copy of appointment order enclosed).

I hereby furnish this undertaking and convey my acceptance to the terms and conditions as
laid down by the institute authority for issue of Identity (ID) card to contractual staff/workers.
I also declare that I shall abide by all the Rules and Regulations prescribed for issue of the ID
card to contractual staff/worker of the institute as notified vide Notification
No..... dated, I understand
that the IASST authority reserves the right to take any disciplinary action against me, if the
provision of the rules and regulations is found to be flouted by me bringing disrepute to the
institution.

Signature

Name (Block letters):

Designation:

Division/Establishment/Section



**INSTITUTE OF ADVANCED STUDY IN SCIENC AND TECHNOLOGY, DST, GOI
PASCHIM BORAGAON, GUWAHATI-781035, ASSAM**

UNDERTAKING FOR SUBMISSION TO RECEIVE IDENTITY CARD

Submitted to the Director, IASST, Vigyan Path, PaschimBoragaon, Garchuk,
Guwahati-781035, Assam on Date:

**FACULTY, SCIENTIST AND RESEARCH SCHOLARS/PDF ETC.
UNDER PROJECT/INSTITUTIONAL FUND**

I, Prof/Dr/Mr/Mrs/Ms _____ S/O or D/O of _____
am working in the Institute of Advanced Study in Science and Technology (IASST) as
_____ in the
division/section _____ w.e.f.
_____ (copy of appointment order enclosed).

I hereby furnish this undertaking and convey my acceptance to the terms and conditions laid down by the institute authority for issue of Identity (ID) card to Faculty and Scientist under project/Research scholars/PDF/NPDF etc. I also declare that I shall abide by all the Rules and Regulations prescribed for issue of the ID card of the institute as notified vide Notification No..... dated, I understand that the IASST authority reserves the right to take any disciplinary action against me, if the provision of the rules and regulations is found to be flouted by me bringing disrepute to the institution.

Signature

Name (Block letters):

Designation:

Division/Establishment/Section





INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An autonomous R & D institute of DST, Govt. of India)
Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-35

Application for issuing RFID/ Barcode generated membership Identity Card of the Institute of Advanced Study in Science and Technology (IASST)

(Applicable for all services/facilities of IASST except medical facility)

Paste your
colour passport
photograph here

1. Name (Capital letters only): Prof./Dr./Mr./Ms./Mrs.
A) Surname: _____ B) Middle Name: _____ C) Forename: _____
2. Existing I-Card if any (pls. mentioned number):
A) Administration: _____ B) Medical: _____ C) KRC: _____ D) Accounts: _____
3. Designation: _____
4. Category (pls. tick mark wherever necessary): Regular/Contractual/Institutional/Project
5. Division/ Section/Program: _____
6. Project /Contract Period mentioned dd/mm/yy (not necessary for regular staff):
_____ to _____
7. Date of retirement (only for permanent staff) (dd/mm/yy) : _____
8. Appointment category (pls. tick mark wherever necessary): Permanent/
Contractual/Consultant/Any other (pls. mentioned)
9. Date of Joining/ admission: _____
10. Date of birth: (dd/mm/yyyy) _____
11. Sex (pls. tick mark wherever necessary): Male/Female
12. Father's Name: _____
13. Mother's Name: _____
14. Permanent Address : _____
15. Temporary Address: _____
16. Residential Address(to be put on Identity Card): _____

17. Identification Mark:
18. Caste (pls. tick mark wherever necessary) : Gen/SC/ST/OBC/any other
19. Marital Status (pls. tick mark wherever necessary): Single/Married
20. Blood Group:
21. Mobile No:
22. E-mail ID (Institutional):

I understand the policy of the IASST and undertake to abide by it. I understand that any violation will result in loss of any or all the privileges of IASST and/or other action as demand appropriate by the institute.

Signature of Applicant:
Date:

Signature & Seal of Controlling Officer/Divisional HoD/Section
HoD/Guide/Supervisor/Program Head/Section In-Charge
Date:

Signature & Seal of Registrar:
Date:

(All fields are mandatory. Kindly submit a copy of appointment letter, security money deposit receipt (not for regular staff), one passport size colour photograph, identity card if any issued by administrative section, Knowledge Resource Center (KRC) and accounts section to you along with the form. It is compulsory to deposit a caution money of Rs. 1000.00 (Rupees one thousand) only at KRC, IASST by all categories of contractual staff, consultant, faculties & research scholars (institutional & project). Caution money is a refundable after completion of service/ academic period and clearance from the competent authority.
