

INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES) DHANBAD-826004

No. IIT(ISM)/SALARY/TIMELINE/001

Date: 11-09-2021

Office Order

Subject: Timeline for salary payment to newly joined employees

Monthly salary payment of regular employees is done through MIS & TSA. It is mandatory to pay the salary through MIS so that an employee would be able to download her/his salary slip and the data of salary would be captured in MIS for Income Tax (TDS) purpose. In order to ensure timely payment to new joinee's following timeline is to be followed:

1. New employees joining the institute up to 20th of any month will be paid their 1st salary in the same month through MIS salary module.
2. Office of Dean (Faculty) & Office of Dean (Admin) will ensure to issue pay fixation office order in such cases latest by the 24th date of the month so as to reach the office order to Accounts section by 24th of the month. Office order sent to Accounts section must accompany Bank details mandate form along with requisite documents mentioned in the form.
3. Office of Dean (Faculty) & Office of Dean (Admin) will ensure data entry of the new employees in the MIS portal before sending the Office order to Accounts section.
4. Accounts section will incorporate all such Office order received by the 24th in the regular salary bill of the same month.
5. Persons joining after 20th date of a month will be paid their 1st salary in the subsequent month.
6. Difficulty in compliance of above timelines will be reported to the undersigned.

(Prof. Shalivahan)
Dy. Director

Copy to:

1. Director for kind information.
2. Dean(F)/Dean(Admin)
3. JR (F&A)/DR (Estt.)/AR (Estt.)/AR(FA)
4. Office order portal of Website