

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

No. DT/95 (7)
8th January, 2026

OFFICE ORDER

Further to this Office Order No. DT/95(7) dated 2nd January, 2019, it is hereby ordered that the following Offices are the only Nodal Authorities for issuance of *Experience Certificate* to Employees of the Institute:

Sl. No.	Category of Employees	Nodal Office for Issuance of Experience Certificate
01.	Faculty Members	Office of the Dean (Faculty)
02.	Non-Faculty Members	Establishment Section

Any other Official is not authorized to issue the Experience Certificate/ Service Certificate.

It is further clarified that Daily Wage Workers (DWWs) engaged through Contractors/Agencies are employees of the Contractors/Agencies concerned. Accordingly, no office or authority within the Institute is empowered to issue any Experience Certificate or Appreciation Letter or any other such letter to such workers.

All Deans/Assoc. Deans/ HoDs/HoSs/HoCs/Faculty/Officers are advised to implement this order in letter and spirit; violation of above instructions will be viewed seriously, which may attract disciplinary action as per norms.



(Prof. Sukumar Mishra)
Director

To : Dean (Faculty)/DR (Estt.)

Copy to: All Deans/Registrar/All Assoc. Deans/All HoDs/ All HoSs/ All HoCs/ All Employees.

Encls: Director Email dated 2nd Jan, 2019 alongwith Office Order No. DT/95(7) of same date.



Registrar IITISM <registrar@iitism.ac.in>

[emp] Experience Certificate for Regular, Contractual/Daily rated employees

Director IIT ISM Dhanbad <director@iitism.ac.in>

Wed, Jan 2, 2019 at 4:12 PM

To: emp@iitism.ac.in

Cc: dr_estt@iitism.ac.in

To

All HODs/Head of Sections/All Faculty/All Officers

Dear Sir/Madam:

With immediate effect, all request for experience certificates of regular, contractual and daily rated employees must be sent to the Deputy Registrar (Establishment) for necessary action.

HODs, Head of Sections, Faculty and officers are not authorized to issue any experience certificate to any of the above mentioned employees citing his/her performance.

The scanned office order is available in the link below.

<https://drive.google.com/open?id=1V6xDv1MNWJV2COgeVxrChQsxOOBibAzzx>

This is for your information.

Best Regards

Director's Secretariat
IIT (ISM), Dhanbad

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You received this message because you are subscribed to the Google Groups "All Employees" group.
To view this discussion on the web visit https://groups.google.com/a/iitism.ac.in/d/msgid/emp/CAPKBgp_V85bdm-v0GLZ0tPEMD483EL8hPGSMRbjXt57HyknUA%40mail.gmail.com.

भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
Indian Institute of Technology (Indian School of Mines), Dhanbad

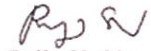
No. DT/ 95 (7)
January 02, 2019

OFFICE ORDER

Experience Certificate for Regular, Contractual/Daily rated employees

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Rajiv Shekhar
Director

CC: Deputy Director/Registrar/Deputy Registrar (Estt.)