

	भारतीय प्रौद्योगिकी संस्थान मद्रास INDIAN INSTITUTE OF TECHNOLOGY MADRAS चेन्नै / Chennai 600 036 दूरभाष/Telephone: [044] 2257 8105 ईमेल/Email: dradmin@iitm.ac.in	
--	--	--

No.F.Admn.II/G/B1/2026

Date: 02.09.2026

परिपत्र/Circular

विषय/Subject: Institute Policy on Forwarding of Applications and retention of lien for Non Teaching Employees – reg

The Board of Governors, in its 276th Meeting held on 16.07.2026, vide BoG Resolution No. 21/2026, has approved the policy governing forwarding of applications for outside employment, technical resignation and retention of lien in respect of regular Non-Teaching Employees of the Institute. Accordingly, the following provisions shall be applicable with immediate effect:

1. Forwarding of Applications

Applications of employees shall not ordinarily be forwarded during the probation period. After successful completion of the probation period of one year, applications for appointments to posts outside the Institute may be forwarded with the approval of the Competent Authority, subject to administrative exigencies. In the case of employees who are confirmed in service and apply for posts outside the Institute without intimating the Institute, if selected, they shall be required to resign from the post held in the Institute and sever their connection with IIT Madras. In the case of staff members under probation who apply for outside posts without intimation to the Institute, if selected, they shall be required to resign and sever their connection with IIT Madras without any monetary benefits.

2. Retention of Lien

Retention of lien shall be admissible only to employees who are confirmed in their post; and have rendered a minimum of five years of continuous regular service in the Institute. Such employees may be granted retention of lien for a period of one year, which may be extended by another one year, subject to a maximum period of two years, on a case-to-case basis.

3. Power to Relax

The Director shall be empowered to relax the above provisions in exceptional cases where such relaxation is considered necessary in the interest of the Institute. All concerned are advised to take note of the above provisions and ensure strict compliance while submitting applications for outside employment and seeking retention of lien.

/By order/

Sd/-Joint Registrar (Admn.)

To
All Staff - thro' staff@list.iitm.ac.in

Copy To
The Heads of Dept/Sec/Centre
The Registrar