

To
The Director
IASST, Vigyan Path, Paschim Boragaon, Garchuk, Guwahati-781035, Assam

Date:

Sub: **Undertaking with acceptance of terms and conditions for issue of Identity card (ID Card)
for contractual staff**

Sir,

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 _____ under the division/section _____ w.e.f.
_____ for _____ months/year(s). _____.

I hereby convey my acceptance of the following terms and conditions laid down by the institute and
furnish this undertaking for issue of an institutional ID card to me. The authority of IASST reserve all the
rights to initiate any disciplinary action against me, if any provision of the rules and regulations is found
to be flouted by me bringing disrepute to the institution.

Terms and conditions

1. Identity card is mandatory for all categories of staff members.
2. The ID card is not transferable. If lost, inform the issuing authority immediately.
3. 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 to nearest police station or contact at phone no. 03612270095/2273062.
4. A sum of Rs. 200.00 (Rupees two hundred only) will be charged for issue of new ID card.
5. The ID card must be surrendered and deposited in the office of the Registrar on the day of disengagement or leaving the institute.
6. A sum of Rs. 1,000.00 (Rupees one thousand only) will be paid by the staff members as security deposit (refundable after disengagement) for issue of the identity card 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 incumbent after receiving an application from him/her to that effect.
7. The validity of ID card issued shall be up to the date of his/her engagement/appointment in the institute.
8. In case of any break in engagement, 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 of reengagement or reappointment on a later date, the same card will be issued to him/her with clear mention of date of issue in the register along with the signature of the staff member.
9. Mere issue of the old ID card to the 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.
10. A separate undertaking will be submitted by the staff member once he/she is reengaged/reappointed in order to receive the ID card.

Signature of the employee with date

Full Name:

Place:

Date:

To
The Director
IASST
Vigyan Path, Paschim Boragaon, Garchuk,
Guwahati-781035, Assam

Date:

Sub: **Application for deduction of security deposit amount**

Sir,

I do hereby authorised to the authority of IASST to cut an amount of Rs. 1000/- (Rupees one thousand only) in two monthly i.e. _____ instalment from my salary as the security deposit for issuing identity card.

Thanking you

Sincerely yours

Sig:

Name:

Designation:

Division/Section:

Date: