
Policy for Fellowship/Post-Doctoral Programme

This policy framework covers researchers who have completed doctorate degree and are accepted to carry on further research, for a limited period of time, in association with faculty of other universities. The principal objectives of these postdoctoral researchers are usually to broaden their research expertise, build associations with established researchers and strengthen their publication record, thereby setup a research in frontier areas and build a team around at TIET. As researchers, they have the opportunity to make significant contributions to their chosen field, the Institute, faculty researchers & graduate students.

Scope

The policy covers all teaching staff on regular rolls who have been awarded Post-Doctoral Fellowship Programs overseas as per the details under:

- a) **TIET Sponsorship:** TIET maintains anchor relationships on an institutional basis with multiple universities/institutions globally. Amongst the various mutually derived benefits out of these synergetic relationships, there is an agreement to fully (and in some cases partially) sponsor teaching staff every year. These numbers of sponsorship will be decided periodically.
- b) **Self-Sponsorship (Salary Compensation paid by TIET during period of absence):** Sponsorship is obtained by the employees (on regular rolls) themselves. These are faculty who earn a fellowship on their own via a funding agency and indicates TIET as their parent institution. It also includes extramurally funded research that the institute is awarded. However, it is at the discretion of the Director to approve such sponsorship. A bond will need to be signed in such cases.
- c) **Self-Sponsorship (Salary Compensation not paid by TIET during period of absence):** Sponsorship is obtained by the employees (on regular rolls) themselves. These are staff who earn a fellowship on their own via a funding agency and indicates TIET as their parent institution. It also includes extramurally funded research that the institute is awarded. However, it is at the discretion of the Director to approve such sponsorship. No bond is required to be signed in such cases.
- d) The maximum number to be sent per year will be decided periodically as per need.

1. Eligibility

2. The post doc fellowship is only eligible for all regular faculty.
3. An employee who possesses a Doctoral (PhD) degree and has significant publication research work/patents to their credit.
4. The fellowship is open for post-doc at top international universities/institutes.

Application Process: TIET Sponsorship

The Dy. Director will adhere to the following process to identify specific research areas for post-doctoral programs.

1. Engage with the HOD's to understand specific areas in which the departments are wanting to grow their research depth, including their knowledge in those specific areas.
2. Engage with the universities/institutes with whom TIET has anchor relationships to identify specific areas that those institutes are looking for.

3. In September every year, applications will be invited for post-doctoral programs. The application (as per **Annexure – XXVI - Application for Post-Doctoral Fellowship Program –TIET Sponsorship**) will need to be filled in by the employee.
4. The HOD based on teaching load will approve the same. The HOD has the right to reject an application in case the services of the employee are required during those semesters. The HOD will also mention as to how the teaching load of the employee will be handled during employee's absence.
5. The application will be sent to the Deputy Director for recommendations.
6. Both the recommending authority (HOD & Dy. Director) will ensure that the post-doc area of research will add value to TIET after the return of the employee.
7. The employee will have a one-on-one interview/interaction with the Mentor and the Mentor will give a final approval.
8. The Dy. Director will submit the form for a final approval of the Director.
9. On final approval by the Director the form will be sent to the HR Division for further process. The HR Division will issue the following documents to the employee
 - a) Application for NOC for Visa (**Annexure – XXVIII-Application form for issue of No Objection Certificate Visa application**)
 - b) Certificate-NOC for Visa (**Annexure – XXIX- No Objection Certificate-Visa**)
 - c) Draft bond letter (**Annexure – XXX- Bond TIET-Sponsorship**)
 - d) Surety (Draft form)
 - i. Income based (**Annexure – XXXII – Surety**)
 - ii. Property based (**Annexure – XXXIII – Surety**)

On completion of the documentation, the employee will be required to get a sabbatical leave approval for the duration of absence.

Self-Sponsorship

1. An employee meeting the eligibility criteria can apply for a post-doctoral program on their own. The application (**Annexure – XXVII - Application for Post-Doctoral Fellowship Program –Self Sponsorship**) will need to be filled in by the employee.
2. The HOD based on teaching load will approve the same. The HOD has the right to reject an application in case the services of the employee are required during those semesters. The HOD will also mention as to how the teaching load of the employee will be handled during employee's absence.
3. The application will be sent to the Deputy Director for recommendations.
4. Both the recommending authority (HOD & Dy. Director) will ensure that the post-doc area of research will add value to TIET after the return of the employee.
5. The Dy. Director will submit the form for a final approval of the Director.
6. On final approval by the Director the form will be sent to the HR Division for further process. The HR Division will issue the following documents to the employee
 7. Application for NOC for Visa (**Annexure – XXVIII-Application form for issue of No Objection Certificate Visa application**)
 8. Certificate-NOC for Visa (**Annexure – XXIX- No Objection Certificate-Visa**)
 9. Draft bond letter (**Annexure – XXXI- Bond Self-Sponsorship**)

10. Surety (Draft form)

- a. Income based (**Annexure – XXXII – Surety**)
- b. Property based (**Annexure – XXXIII – Surety**)

On completion of the documentation, the employee will be required to get a sabbatical leave approval for the duration of absence.

Bond Period

The bond period of an employee who has proceeded on postdoctoral fellowship shall be governed by the terms and conditions of TIET as specified under:

Table

Post Doc Tenure	Bond Period (Months)
Up to 12 months	36
> 12 Months (x)	$36 + [3 * (x-12)]$

The rationale for the period of the Bond has been decided based on the expenses incurred for compensation, travel, etc., and the expenses incurred for resources required at the university/institute where the post-doc is being carried out.

The post-doc tenure can be extended by obtaining an approval from the Director through the recommendations of the HOD, if required. In this case, the bond period & amount will be altered accordingly.

Salary and Other Points**1. TIET Sponsorship**

- a. Normal last drawn salary prior to leaving India will be paid for the period of sponsorship and will include all the components of salary including (Basic, Dearness Allowance and other applicable Allowances & PF).
- b. The booking for air travel will be done and paid by the institute, and will include air travel insurance and Visa fees. In extreme emergency, if the employee is required to return to India, the same will require the approval of the Director.
- c. Medical insurance and accident insurance for the duration of the post-doc will be covered and paid by the institute.

2. Self-Sponsorship (Compensation paid by TIET during period of absence)

- a. Normal last drawn salary prior to leaving India will be paid for the period of sponsorship & will include all the components of salary including (Basic, Dearness Allowance & PF).

3. Self-Sponsorship (Compensation not paid by TIET during period of absence)

- a) No salary paid during the period of absence. Not eligible for any travel reimbursements.
- b) The employee will be treated as being on leave without pay.

Other Points for all types of Sponsorships

1. During the Post-Doc period, each PDF will send a monthly communication on email to their respective heads about their progress.
2. On return back all PDF's will make a presentation on their key learnings, application of their learnings in TIET and their plan at TIET for the next 5 years.

3. Each PDF will be expected to maintain strong research linkages with their guides/others at the receiving institute.
4. For the purpose of gratuity calculations, the period while away for the duration of the program will be counted.
5. The 'Employee' will not be permitted to participate in any 'Performance Incentive Scheme' while they are away.
6. The 'Employee' will be entitled for annual increment/DA increases during the period of absence.
7. The 'Employee' will be permitted to retain accommodation on campus for the duration of this program (from the date of commencement until the date of return). However, all utilities including electricity and house rent will be paid by the employee, if any. For any future allotment of accommodation, seniority will include absence during the post-doc period.

Penalty Clause – for breaking the Bond

1. The Employee cannot leave the Institute on their own before completing their respective bond period tenure (as mentioned in the Table above under Bond period).
2. The employee shall render their services to the Institute for a prescribed tenure (as mentioned in the Table above under Bond period) by discharging their duties and responsibilities attached to their post with due diligence, integrity, and faithfulness, failing which they shall be liable to pay forthwith on a mere demand, without any protest and/or demur as liquidated damages to the Institute towards payments made by institute & other cost(s) incurred including the bond amount as mentioned below on a pro-rated basis.

Components	TIET Sponsored	Self-Sponsored
Salary (Actual paid during the period of absence)	Basic, DA, other applicable Allowances & PF	Basic, DA & PF
Supernumerary amount	Rs. 5,00,000	Rs. 5,00,000
Total	Rs. (Sum of the above)	Rs. (Sum of the above)

3. In the event that the 'Employee' leaves during the Bond period, a prorated balance will be returned back to the Institute based on the number of balance months.
4. In the event that the period of stay is extended beyond said period, then the bond amount will be recalculated (however will not exceed Rs. 20,00,000/-) and further the duration of the bond will be extended to a period as described in the formula above.
5. Employee making payment as aforesaid or the employee remaining in employment of the Institute for the duration of the bond, the bond shall become void; otherwise it shall remain in full force & effect.
6. In the event that the services of the employee are terminated on disciplinary grounds (allegations to be proved) by the Institute, the employee will have to pay back to the Institute the bond amount as defined in para 2 of penalty clause.
7. The executant and the surety after fully satisfying themselves with respect to the terms of this bond and with respect to the liquidated damages which will be payable to the Institute on breach of any terms of this bond, have agreed to the terms of this bond.

8. For the purposes of this Bond, only the courts at Patiala (Punjab) and no other court shall have jurisdiction over the disputes, if any, arising in relation to this bond.

Indemnity

1. The employee will indemnify, defend and hold the institute harmless from and against any and all damages, claims, penalties, fines, costs paid or incurred by the institute as a result of, arising from, or in connection with, or relating to:
 - a) any breach by the employee relating to any responsibilities/obligations or covenant under this Contract; or
 - b) any claim by a third party that any aspect of the services infringes any of their rights, including Intellectual Property Rights; or
 - c) any negligence, recklessness, or wilful misconduct by the employee in the performance of the services.
2. The Surety undertakes and binds the employee to make good all claims, charges, costs, damages, demands, expenses, and losses that the Institute may sustain, incur or be liable for in consequence of non-compliance of the undertakings contained above. The Institute will also be entitled to realize all claims, charges, costs, damages, demands, expenses, and losses from Surety's persons or heirs or properties, as the case may be.


Confidentiality

Employee is expected that during the post-doc period no document, information that is of confidential nature will be shared with the receiving institute without prior approval from the Director.

Responsibilities of Postdocs Fellows

While on the post-doctoral program the employee is a representative of TIET and hence, it is expected that all their behaviours are in-line with the values of TIET. It is expected that the employee should also follow the rules and regulations of the sponsored institute.

The employee should submit a joining report to the HR division after joining back. The employee is bound to follow all other applicable service rules and regulations as per the terms and conditions of their appointment letter.

Signature : 
Name : Dr. Ajay Batish
Designation : Deputy Director


Prof. Prakash Gopalan
Director

**Application for Post-Doctoral Fellowship Program
(TIET Sponsorship)****Part – A: To be filled by employee**

Name : _____ **Employee ID** : _____

Designation : _____ **Department** : _____

Date of Joining : _____ **Date of Confirmation** : _____

Mobile Number : _____ **Email ID** : _____

Date of PhD : _____ : _____

Details of Post-Doctoral Fellowship Program	
Area of Research	
Broad Area of Specialization	
Exact Area of Specialization	
Description of the research project to be worked upon during visit (Separate sheet(s) to be attached)	

Curriculum Vitae to be attached that will include:

- Dates of acquiring various educational qualifications with grades / percentages & institute name.
- Work history
- Details about various Publication (Brief titles; Names of Journals; impact factors) and Patents.
- Prizes, Honours, Awards, Distinctions, if any.
- Details of any past fellowships. (Area of research, duration & University / Institute name)

Signature of Applicant:

Date: _____

Part – B: To be filled by HOD

Recommendations of HOD:

Will this PDF help the faculty in one or more different ways (improving classroom instructions, defining a roadmap to address one or more technical challenges) in R&D projects and help in funding? Please specify	
Is the PDF relevant to faculty member's background & discipline? Please specify	
Will TIET benefit from the exposure that this faculty member will obtain during this program	
During the period of absence of faculty, how will the teaching load be handled?	

Recommended / Not Recommended

Signature of HOD: _____

Date: _____

Part – C: To be filled by the Deputy Director

Recommendations of the Deputy Director:

Comments:

Recommended / Not Recommended

Signature of Deputy Director: _____

Date: _____

Part – D: To be filled by the Director

Approval of the Director

Comments:

Approved / Not Approved

Signature of Director: _____

Date: _____

Annexure-XXVII

**Application for Post-Doctoral Fellowship Program
(Self-Sponsorship)**

Part – A: To be filled by employee

Name	:	_____	Employee ID	:	_____
Designation	:	_____	Department	:	_____
Date of Joining	:	_____	Date of Confirmation	:	_____
Mobile Number	:	_____	Email ID	:	_____
Date of PhD	:	_____		:	_____

Details of Post-Doctoral Fellowship Program	
University/Institute with which post-doctoral fellowship has been obtained	
How and by whom is the program being funded?	
Area of Research	
Broad Area of Specialization	
Exact Area of Specialization	
Description of the research project to be worked upon during visit (Separate sheet(s) to be attached)	

- Curriculum Vitae** to be attached that will include:
 - Dates of acquiring various educational qualifications with grades / percentages & institute name.
 - Work history
 - Details about various Publication (Brief titles; Names of Journals; impact factors) and Patents.
 - Prizes, Honours, Awards, Distinctions, if any.
 - Details of any past fellowships. (Area of research, duration & University / Institute name)
- Invitation / Acceptance letter** from the Sponsoring University / Institute and from the funding agency.

Signature of Applicant: _____

Date: _____

Part – B: To be filled by HOD

Recommendations of HOD:

Will this PDF help the faculty in one or more different ways (improving classroom instructions, defining a roadmap to address one or more technical challenges) in R&D projects and help in funding? Please specify	
Is the PDF relevant to faculty member's background & discipline? Please specify	
Will TIET benefit from the exposure that faculty member will obtain during program	
During the period of absence of faculty, how will the teaching load be handled?	

Recommended / Not Recommended

Signature of HOD: _____

Date: _____

Part – C: To be filled by the Deputy Director

Recommendations of the Deputy Director:

Comments:

Recommended / Not Recommended

Signature of Deputy Director: _____

Date: _____

Part – D: To be filled by the Director

Approval of the Director:

Comments:

Approved / Not Approved

Signature of Director: _____

Date: _____

Annexure-XXVIII

Application form for issue of No Objection Certificate Visa application

Proforma to be filled by Applicant: -

Name : _____ Employee ID : _____
Designation : _____ Department/Section : _____
Nature of employment : _____ Passport Number : _____
Period of Visit
From : _____ To : _____
Country to be Visited : _____
Purpose of Visit : _____
How the visit is financed? : _____

Signature of the Applicant : _____

Dated : _____

Recommendation of HOD

Recommended / Not Recommended

Approved / Not Approved

Date

Chief Human Resources Officer

Deputy Director

Annexure-XXIX

No. TIET/HR/

Date:

C E R T I F I C A T E

(No Objection Certificate)

This is to certify that Dr. _____ is working in Thapar Institute of Engineering & Technology from _____ and is presently holding the designation of _____ in the _____ Department.

This Institute has no objection in Dr. _____ acquiring a Visa to visit _____ to attend a _____ from _____ to _____.

Chief Human Resources Officer

BOND (TIET Sponsorship)

THIS BOND is executed at Patiala on this ____ day of _____ by Dr. _____, S/o _____, R/o _____ (hereinafter called the “Employee” or “Executant”); and by _____, S/o _____ R/o _____ (hereinafter called the “Surety”); both the expressions, “Employee” and “Surety” shall, unless be repugnant to the context, include their heirs, successors, administrators, executors, nominees and assigns).

IN FAVOUR OF

Thapar Institute of Engineering & Technology, Patiala, an Institute incorporated under Section 3 of the UGC Act, 1956 having its Registered Office at Bhadson Road, Patiala (Pb.) 147004; (hereinafter referred to as “Institute”) which expression shall, unless be repugnant to the context, include it’s their heirs, successors, administrators, executors, nominees and assigns).

WHEREAS

1. The Employee has been in the employment of the Institute at a post of _____ in the _____ Department since _____.
2. At the request of the “Employee”, the “Institute” is sponsoring the Employee for a **Post-Doctoral Fellowship Program (PDF) at xyz university/institute** and as a part of sponsorship the “Institute” has agreed to pay and/or incur necessary expenses, totalling an approx. amount of Rs.15, 00,000 (Rupees Fifteen Lakhs only) for the travel cost including air tickets, residential accommodation, utilities, meals, daily expenses and other related expenses. etc.
3. The “Institute” is sponsoring the “Employee” for Post-Doctoral Fellowship Program on the following **terms and conditions:**
 - a) Dr. _____ is likely to leave Thapar Institute for the said program in _____. The “Employee” has been permitted absence from the Institute for _____ months from the date of commencement.
 - b) Normal last drawn salary prior to leaving India will be paid for _____ and will include all the components of salary including (Basic, Dearness Allowance & all other applicable Allowances & PF).
 - c) For the purpose of Gratuity calculations, the period while away for the duration of the program will be counted.
 - d) The “Employee” will not be permitted to participate in any “Performance Incentive Scheme” while they are away.
 - e) The “Employee” will be entitled for annual increment/DA increase during the period of absence.
 - f) If permitted to retain accommodation on campus for the duration of this program (from the date of commencement until the date of return), electricity and all utilities including house rent will be paid by the employee.

NOW, THEREFORE, the “Institute” has agreed to its sponsorship to the fellowship program of the Employee by virtue of its grant to the request made by “Employee” in consideration of the following undertakings of the “Employee” and the “Surety”.

1. That the “Employee” cannot leave the “Institute” on their own for a period of **3 years** from the date of joining back at TIET after completion of the said program.
2. That the “Employee” shall render their services to the “Institute” by discharging their duties and responsibilities attached to their post with due diligence, integrity and faithfulness for a minimum period of **three years** after joining back on completion of the Post-Doctorate Research Program, failing which they shall pay forthwith on a mere demand, without any protest and/or demur as liquidated damages to the “Institute” towards payments made by it and other cost incurred including the bond calculated as under :-

Components	Amount
Salary (Period of Absence)	Rs. _____*
Additional Amount	Rs. 5,00,000
Total	Rs. _____

****This amount is an approximation and the actual amount paid will be calculated on return back to TIET.***

3. In the event that the “Employee” leaves during the Bond period, a prorated balance will be returned back to the Institute based on the number of balance months.
4. In the event that the period of stay is extended beyond 1-year, then the bond amount will be recalculated (however will not exceed Rs. 20, 00,000/-) and further the duration of the bond will be extended prorata.
5. That the “Employee” making the payment as aforesaid or the “Employee” remaining in employment of the “Institute” for a minimum period of three years from the date aforesaid, the above written obligation shall be void and of no effect, otherwise it shall remain in full force and effect.
6. By signing this Bond, the “Employee” agrees to indemnify TIET from any claims that may arise from _____ University (Sponsoring Institute/University).
7. In the event that the services of the “Employee” is terminated on disciplinary grounds (allegations to be proved) by the “Institute”, the employee will have to pay back to the “Institute” the bond amount as defined in para 2 above.
8. That in addition to the above, the “Employee” is bound to follow all other applicable service rules and regulations as per terms and conditions of their appointment letter.
9. That the “Surety” undertakes and binds themselves to make good all claims, charges, costs, damages, demands, expenses and losses which the “Institute” may sustain, incur or be liable for in

consequence of non-compliance of the undertakings contained above and the "Institute" will also be entitled to realize all claims, charges, costs, damages, demands, expenses and losses from Surety's persons or heirs or properties, as the case may be.

- 10. That the "Executant" & the "Surety" after fully satisfying themselves with respect to the terms of this Bond & with respect to the liquidated damages which will be payable to the "Institute" on breach of any term of this Bond, have agreed to the terms of this Bond.
- 11. That it has also been agreed by the "Executant" and the "Surety" of this Bond that only the courts at Patiala (Punjab) and no other court shall have jurisdiction over the disputes, if any, arising in relation to this Bond.
- 12. That the "Executant" and the "Surety" are furnishing this Bond and delivering the same to the Institute with intent to be bound by the same. Form signed by "Surety", salary slip & salary certificates are attached as Annexure-A.

IN WITNESS WHEREOF the "Executant" and "Surety" have signed hereunder on the date, month and year first above written.

Executant

Surety

Institute

By _____

By _____

By _____

Mr. /Ms.

Mr. /Ms.

Mr. /Ms.

Witnessed by

Witnessed by

By _____

By _____

Mr./Ms.

Mr./Ms.

Annexure-XXXI

BOND (Self-Sponsorship)

THIS BOND is executed at Patiala on this _____ day of _____ by Dr. _____, S/o _____ R/o _____ (hereinafter called the "Employee" or "Executant"); and by Dr. _____, S/o _____ R/o _____ (hereinafter called the "Surety"); both the expressions, "Employee" and "Surety" shall, unless be repugnant to the context, include their heirs, successors, administrators, executors, nominees and assigns).

IN FAVOUR OF

Thapar Institute of Engineering & Technology (Deemed to be University), Patiala, an Institute incorporated under Section 3 of the UGC Act, 1956 having its Registered Office at Bhadson Road, Patiala (Punjab) 147004; (hereinafter referred to as "Institute") which expression shall, unless be repugnant to the context, include it's their heirs, successors, administrators, executors, nominees & assigns).

WHEREAS

1. The Employee has been in the employment of the Institute at a post of _____ in the _____ Department since _____.
2. At the request of the "Employee", the "Institute" is allowing the Employee for **Post-Doctoral Fellowship Program (PDF)** at _____.
3. The "Institute" has permitted the "Employee" for Post-Doctoral Fellowship Program on the following **terms and conditions:**
 - a) Dr. _____ is likely to leave Thapar Institute for the said program around _____. The "Employee" has been permitted absence from the "Institute" from the date of commencement for _____ months.
 - b) Normal last drawn salary prior to leaving India will be paid for 12 months and will include the components of salary including (Basic, Dearness Allowances and Provident Fund).
 - c) For the purpose of Gratuity calculations, the period while away for the duration of the program will be counted.
 - d) The "Employee" will not be permitted to participate in any "Performance Incentive Scheme" while they are away.
 - e) The "Employee" will not be entitled for annual increment/DA increase during the period of absence.
 - f) If permitted to retain accommodation on campus for the duration of this program (from the date of commencement until the date of return), electricity and all utilities including house rent will be paid by the employee, if any.

NOW, THEREFORE, "Institute" has agreed to fellowship program of the "Employee" by virtue of its request made by "Employee" in consideration of the following undertakings of the "Employee" & the "Surety".

1. That the "Employee" cannot leave the "Institute" on their own for a period of **3 years** from the date of joining back at TIET after completion of the said program.
2. That the "Employee" shall render their services to the "Institute" by discharging their duties and responsibilities attached to their post with due diligence, integrity and faithfulness for a minimum period of **three years** after joining back on completion of the Post-Doctorate Research Programme, failing which they shall pay forthwith on a mere demand, without any protest and/or demur as liquidated damages to the "Institute" towards payments made by it and other cost(s) incurred including the bond calculated as under :-

Components	Amount
Salary (Period of Absence)	Rs. _____*
Additional Amount	Rs. 5,00,000.00
Total	Rs. _____

****This amount is an approximation and the actual amount paid will be calculated on return back to TIET.***

In the event that the “Employee” leaves during the Bond period, a prorated balance will be returned back to the “Institute” based on the number of balance months.

- In the event that the period of stay is extended beyond 1-year, then the bond amount will be recalculated however will not exceed Rs. 20,00,000/- (Rupees Twenty Lacs) and further the duration of the bond will be extended pro rata.

That the “Employee” making the payment as aforesaid or the “Employee” remaining in employment of the “Institute” for a minimum period of three years from the date aforesaid, the above written obligation shall be void and of no effect, otherwise it shall remain in full force and effect.

- By signing this Bond, the “Employee” agrees to indemnify TIET from any claims that may arise from xxx University by virtue of their engagement with _____ University.
- In the event that the services of the “Employee” are terminated on disciplinary grounds (allegations to be proved) by the “Institute”, the “Employee” will have to pay back to the “Institute” the bond amount as defined in para 2 above.
- That in addition to the above, the “Employee” is bound to follow all other applicable service rules and regulations as per terms and conditions of their appointment letter.
- That the “Surety” undertakes and binds themselves to make good all claims, charges, costs, damages, demands, expenses and losses which the “Institute” may sustain, incur or be liable for in consequence of non-compliance of the undertakings contained above and the Institute will also be entitled to realize all claims, charges, costs, damages, demands, expenses and losses from Surety’s persons or heirs or properties, as the case may be.
- That the “Executant” and the “Surety” after fully satisfying themselves with respect to the terms of this Bond and with respect to the liquidated damages which will be payable to the Institute on breach of any term of this Bond, have agreed to the terms of this Bond.
- It has also been agreed by the “Executant” & the “Surety” of this Bond that only the courts at Patiala (Punjab) & no other court shall have jurisdiction over the disputes, if any, arising in relation to this Bond.
- That the “Executant” and the “Surety” are furnishing this Bond and delivering the same to the “Institute” with intent to be bound by the same. Form signed by “Surety”, salary slip & salary certificates are attached as Annexure-A.
- IN WITNESS WHEREOF the “Executant” and “Surety” have signed hereunder on the date, month and year first above written.

Executant

By _____
Mr. /Ms.

Witnessed by

By _____
Mr./Ms.

Surety

By _____
Mr. /Ms.

Witnessed by

By _____
Mr./Ms.

Institute

By _____
Mr. /Ms.

SURETY

Name in Full _____

Permanent Residential Address _____

Age (Years) _____

Salary per annum (CTI) _____

Signature of the Applicant : _____

Dated : _____

Documents Attached:

a) Salary Slip

b) Salary Certificate annualized and verified by organization in which the individual is working

Surety should be such person who has an annual income of more than Rs. 10,00,000 (Rupees Ten Lakhs only) in their name and documentary evidence to the effect should be attached.

Annexure-XXXIII

SURETY

Name in Full _____

Permanent Residential Address _____

Age (Years) _____

Details of immovable property owned *(in your own name (not as member of HUF) within municipal limits)*

Location : _____

Valuation (Rs. Lacs) : _____

Total Area (sqft) : _____

Built-up area (sqft) : _____

Annualized rent (Rs.) : _____

Signature of the Applicant : _____

Dated : _____

Documents Attached: Relevant Documents of the property

Surety should be such person who owns any immovable property in their name and documentary evidence to the effect should be attached.