

No. F. 2(1)-TIT/ESTT/2006-07/ 1881 (9)
Government of Tripura,
Tripura Institute of Technology,
Narsingarh, Tripura (west)

Dated: 27/02/2026

NOTICE

It is hereby notified that all regular Group -A, B, C & D employees (both Gazetted and Non- Gazetted) of the Institute will be on boarded to NextGen HRMS portal, very soon for their salary payment, employee records (Service Book), Leave & attendance management, terminal & pension benefits, etc. In order to on board all the regular employees of the institute, they are requested to submit the under mentioned information, enclosed herewith and in the format available **with Shri Shishir Debnath, LDC, Account Section, on or before 07/03/2026.**

It is further notified that submission of the information mentioned in the enclosed format is mandatory for all regular employees of the institute. Without the above stated information, the employee concerned cannot be on boarded to NextGen HRMS and the salary of the concerned employee cannot be processed by the DDO & Account Section.

The matter may kindly be treated as of Top Most Priority and time bound.



(Bidyut Bhattacharjee)

Associate Professor (Physics) & Head of Office, TIT

Copy to:-

1. The Principal, TIT, for kind information
2. The DDO, TIT, for supervision
3. The HOD, ME/EE/ECE/CSE/CE/AA/AE/FPT/Sc & Hum Department, TIT, for sharing the notice to their respective departmental staff and faculty whatsapp groups
4. Shri Gaurab Bhattacharjee, Associate Professor (CSE), with a request to upload the notice and format to the Institutional Website
5. Smt. Shilpi Biswas, PA-I, for wide circulation in all concerned employee whatsapp group
6. Shri. Kaushik Bhattacharya, UDC & Salary Dealing Assistant, Account Section, TIT, for information and necessary action
7. Shri. Shishir Debnath, LDC, Account Section, TIT, for information and necessary action
8. For wide circulation among all regular Group A, B, C & D employees (both Gazetted and Non- Gazetted) employees of the Institute
9. All Notice Boards of the Institute



(Bidyut Bhattacharjee)

Associate Professor (Physics) & Head of Office, TIT

Format for NextGen HRMS

Sl. No.	Name	Designation	Aadhar linked Mobile No.	Active PAN No.	Whether spouse is government employee (Yes/No)	If yes then Spouse name & designation	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	
Spouse employee ID		Spouse beneficiary code	Spouse office address	Whether Living in government quarters (Yes/No)	If yes then quarter type, quarter No. & quarter address		Full signature with date
(8)		(9)	(10)	(11)	(12)		(13)

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