



**VISVA-BHARATI  
SANTINIKETAN  
NOTICE**

The meeting of the committee constituted by the Upacharya for cadre review of the non-teaching employees with the following members will be held on 16/02/2017 at 12 noon at Conference Room Central Administrative Building, Visva-Bharati.

**MEMBERS**

1. Prof. Sabujkali Sen, Director, SEIRR– Chairperson
2. Prof. Amit Hazra, Registrar (Acting) & Proctor – Member
3. Prof. Sarthak Chowdhury, Principal, Palli Siksha Bhavana – Member
4. Prof. V.C. Jha, Principal, Vidya Bhavana – Member
5. Prof. Sabyasachi Sarkhel, Sangit Bhavana – Member
6. Prof. N. Banerjee, Professor in-charge, Central Library – Member
7. Dr. S.S. Debnath, Chief Medical Officer, P.M. Hospital – Member
8. Shri Saugata Chattopadhyay –Joint Registrar (Establishment) Member Secretary

Members are requested to kindly make it convenient to attend the meeting.

No. Estab/E-III/CRC

Dated: 09/02/2017

Joint Registrar (Establishment)  
Member Secretary

**Agenda:-**

- I. Cadre Review of Non-Teaching employees keeping in view the ratio of Teaching & Non-Teaching Employees as stipulated by UGC/MHRD
- II. Review of Existing Recruitment Rule for Non-Teaching Employees
- III. Review of Existing Designation
- IV. Review of Job Description
- V. Distribution of Manpower based on need & objectives of the University and changes in use of technology & revised procedure.
- VI. Ratio of Promotion/Direct Recruitment for each post.
- VII. Ratio of Teaching & Non-teaching staff.
- VIII. Services which can be outsourced.
- IX. Miscellaneous

To,

All members of the committee

**Copy to:-**

1. Finance Officer
2. C.S. to Upacharya
3. Assistant Registrar (Establishment)
4. P.A. to Registrar
5. Assistant Registrar (Meeting)- with request to arrange to provide tea and snacks to the members
6. University Webmaster- to upload in the University website