



**VISVA-BHARATI
SANTINIKETAN**

NOTIFICATION

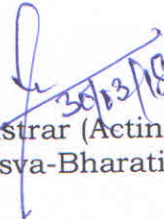
The undersigned is to convey that in terms of the letter of the UGC vide F. No. 11-1/2017 (CU) dated 18/01/2018 regarding pay revision of non-teaching employees of the Central Universities, F. No. 11-1/2017 (CU) dated 18/01/2018 regarding pay revision of Registrar and other officers of the Central Universities, F. No. 23-4/2017(PS) dated 31/01/2018 regarding scheme of revision of pay of teachers and equivalent cadres in Universities and accepted by the Karma-Samiti in the meeting dated 17th February 2018 and the Finance Committee in the meeting dated 20th March 2018, pay revision of employees of the University will be implemented in the month of March 2018 following the guidelines of Govt. of India, Ministry of HRD and UGC for the purpose.

A part of the arrear accrued with effect from 01/01/2016 will be disbursed to the employees soon. For the purpose, all employees are requested to **fill in the enclosed option form alongwith undertaking** and submit to the Head of the Office concerned within 31st March 2018 positively. Heads of the office concerned are requested to forward the same with a comprehensive list of the employees who have submitted the undertaking as well as who have not submitted the same, so as to reach the office of the Joint Registrar (Establishment) by 31st March 2018, 03.00 p.m.

Cooperation from all concerned is sincerely solicited.

Enclosure: Option Form

Ref. No. Estab/DR/7th CPC/2
Date 30/03/2018


Registrar (Acting)
Visva-Bharati

Copy forwarded of information and necessary action to:

1. All Directors/Principals of all Bhavanas/ Vibhagas
2. All Heads of Academic and Non-teaching Departments/ Centres/ Sections
3. Proctor
4. Finance Officer
5. Joint Registrar (Accounts)
6. All Joint Registrars/ JFO/Deputy Registrars/IAO/Assistant Registrars
7. C.M.O./C.S.O/U.E.
8. CS to Vice-Chancellor
9. Assistant Registrar (Meeting)
10. PA to Registrar
11. Pay Fixation Cell
12. Hindi Officer – to translate into Hindi and arrange to upload in the University website
13. University Webmaster – to upload in the University Website
14. File



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**FORM OF OPTION
[See rule 6 (2)]
(For implementation of 7th CPC)**

*1. I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

*2. I, _____ hereby elect to continue on Pay Band and Grade Pay of my substantive / officiating post mentioned below until:

* the date of my next increment / the date of my subsequent increment raising my pay to Rs. _____ / I vacate or cease to draw pay in the existing pay structure / the date of my promotion/upgradation to the post of _____.

Existing Pay Band ----- and Grade Pay _____

Signature in full _____

Name _____

Designation _____

ID No. -----

Office in which employed _____

* To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature in full _____

Name _____

Designation _____

ID No. -----

Office in which employed _____

Date :

Place :