



**VISVA-BHARATI
SANTINIKETAN
NOTICE**

The 18th meeting of the committee constituted by the Upacharya for Cadre Review of the non-teaching employees with the following members will be held on 03/08/2019 at 2.30 P.M. at Conference Room Central Administrative Building, Visva-Bharati.

MEMBERS

1. Prof. V.C. Jha, Finance Officer (Offg.)- Chairperson
2. Registrar (Acting)- Member
3. Prof. Sarthak Chowdhury, Palli Siksha Bhavana- Member
4. Prof. Sabyasachi Sarkhel, Sangit Bhavana- Member
5. Prof. N. Banerjee, Professor in-charge, Central Library- Member
6. Dr. S.S. Debnath, Chief Medical Officer, P.M. Hospital- Member
7. Dr. Prajnalanakar Bikkhu, Joint Registrar (SC/ST Cell)- Member
8. Secretary, Karmi Sabha- Member
9. 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: 15/07/2019

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Joint Registrar (Establishment)
Member Secretary

Agenda:-

1. Preparation of Promotion policy of Non-teaching posts
2. Cadre Review of Non-Teaching employees keeping in view the ratio of Teaching & Non-Teaching Employees as stipulated by UGC/MHRD
3. Review of Existing Recruitment Rule for Non-Teaching Employees
4. Review of Existing Designation
5. Review of Job Description
6. Distribution of Manpower based on need & objectives of the University and changes in use of technology & revised procedure
7. Ratio of Promotion/Direct Recruitment for each post
8. Ratio of Teaching & Non-teaching staff
9. Services which can be outsourced
10. Miscellaneous

To,

All members of the committee

Copy to:-

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