



NOTIFICATION

This is for information of all concerned that henceforth meeting of Screening Committee of MACP will be held twice in a year in the month of January and July.

Employees, cases whom are maturing for grant of MACP in the respective half, should apply for the same as per enclosed proforma (Annexure-1) within the month of April and October of a year in advance.

Enclo: As stated

No.Estab/E-III/MACP
Date:17/01/2020

Debasis
Joint Registrar,
(Establishment)
Visva-Bharati

Copy forwarded for 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) – to report to Karma-Samiti
10. PA to Registrar
11. Pay Fixation Cell
- ✓ 12. University Webmaster – to upload in the University website
13. Hindi Officer – to translate into Hindi and arrange to upload in the Website
14. File



**VISVA-BHARATI
SANTINIKETAN**

INFORMATION REGARDING GRANT OF MACP

1.NAME

2.DESIGNATION

3.I.D.NO.

4.DATE OF BIRTH

5.DATE OF JOINING AT VISVA-BHARATI

6.PRESENT PLACE OF POSTING

7.EDUCATIONAL QUALIFICATION

8.WHETHER MACP/FINANCIAL UPGRADATION /PROMOTION GRANTED TO HIM/HER
YES/NO

9.IF YES, DETAILS ABOUT MACP/ FINANCIAL UPGRADATION /PROMOTION

| Sl. No. | Events | Date of Joining/ upgradation | Post | Pay scale | Date of effect | Remarks |
|------------|------------------------------------|------------------------------------|------|-----------|-------------------|---------|
| 1 | First appointment | | | | | |
| 2 | Promotion/Financial upgradation | | | | | |
| 3 | Do | | | | | |
| 4 | Do | | | | | |
| 5 | Present status | | | | | |

10.CONTACT NUMBER

SIGNATURE OF THE CONTROLLING OFFICER
WITH SEAL

SIGNATURE
OF THE EMPLOYEE