

VISVA-BHARATI  
SANTINIKETAN



OFFICE ORDER

The undersigned is directed to convey that the Karma-Samiti (Executive Council) at its meeting held on 11-11-2013 vide Resolution No. 59 approved the recommendations (copy enclosed) of the Expert Committee constituted by the Chairman, University Grants Commission for implementation of reservation policy of Government of India for SC/ST/OBC/Differently Abled Persons in the University for recruitment of teaching and non-teaching employees.

This for information and necessary action.

Ref. No. G/K.10/II-59/2013-2014

Date 28-12-2013

  
Registrar  
Visva-Bharati

Encl: As stated

To  
Deputy Registrar, In-charge, SC/ST Cell  
Deputy Registrar, Establishment  
Section Officer E-I, E-II

Copy to:

1. All Adhyakshas of Bhavanas
2. All Directors
3. All Heads of Departments/Centres
4. Liaison Officer for SC/ST/OBC
5. Section Officer SC/ST Cell
6. The C.S. to the Vice-Chancellor
- ✓ 7. Webmaster to upload on the University Webpage
8. File

डॉ. के. सी. पाठक,  
Dr. K. C. Pathak

संयुक्त सचिव  
Joint Secretary



Haldar  
22/08/13

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विश्वविद्यालय अनुदान आयोग  
35, फिरोजशाह मार्ग, नई दिल्ली-110 001  
UNIVERSITY GRANTS COMMISSION  
35, Ferozeshah Road, New Delhi-110 001

Registrar's Chamber, V.B.

D.O.No.F1-10/2010(SCT)

Doc. No. 01(UGC) - 19-08-13

August, 2013

Dear Dattagupta,

This is to bring to your kind notice that the Expert Committee constituted by the Chairman, UGC visited Visva-Bharati University during 3<sup>rd</sup> to 6<sup>th</sup> July, 2013 for physical verification of present status of implementation of Reservation Policy of the Govt/UGC for SCs/STs, OBCs and Persons with Disabilities in the matter of teaching and non-teaching posts as well as admissions to all level courses.

In view of the report submitted by the Expert Committee under reference you are requested to take the note of the following actionable points:-

SC/ST Cell and Roster

- (i) The University should immediately withdraw other works being given to the staff of the SC/ST Cell. Instead, they should be given work exclusively related to the SC/ST reservations and related matters.
- (ii) Post of Deputy Registrar should be filled up on priority basis, preferably from SC/ST community.
- (iii) 100 Point Register needs to be opened to ensure 3% reservation for PWD category.
- (iv) The posts could be filled up from the category of differently-abled persons from the list of posts identified by the Ministry of Social Justice & Empowerment.
- (v) To keep a record of grievances/complaints/suggestions given by the SC/ST/OBC/PWD students and employees, a register should be opened and maintained.
- (vi) 100 Point Register for allotment of Staff Quarters should be opened and maintained according to the percentage fixed by the Govt. of India, which are given below:
  - (a) In case sufficient applications from SC/ST employees are not available from the applications for the current year, fresh applications may be invited from SC/ST employees.
  - (b) A register for allotment of all clear vacancies need to be maintained. In a 60 Point Roster, the points 10, 20, 40 and 50 for SCs and points 30 and 60 for STs, could be allotted for Types 'A' and 'B' accommodation. In respect of Types 'C' and 'D' accommodation, points 20 and 40 are to be allotted to SC employees and point 60 allotted to ST employees.

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SO-M Pl report to EC

- (c) SC/ST employees may also be considered for allotment as per their turn along with other general category employees in addition to the above reservation.
- (vii) Since, the Reservation Rosters are not maintained/opened as per the method of Recruitment/Promotion rules in the University, the same may be recast immediately.
- (viii) The recruitment of staff in Groups "C&D" is to be attracted from the State and 100 Point Roster is to be opened.
- (ix) As per UGC Guidelines, the hostel for SC/ST and PWD students be provided on priority basis and no fees be charged from them. Further, the students from reserved categories may be exempted from the payment of tuition fee.
- (x) Considering the urgent need of SC/ST/OBC & PWD students, a one- time grant may be provided to the University to procure and establish Book bank and to establish Computer laboratory.
- (xi) Since it is a residential University located in almost remote area, the UGC may also consider providing special funds for the construction of hostel for the reserved category students, particularly for girls.
- (xii) The Patha Bhavana of Visva-Bharati is also running school right from the primary level and is funded by the UGC. Therefore, the reservation may also be made applicable to all levels in admissions as per UGC Guidelines, 2006.
- (xiii) On-going through the Post-based Rosters presently maintained by the University, it was observed that several posts could be grouped and 13 Point Roster can be opened.
- (xiv) The grouping of the posts is required to be done keeping in view the following:
- a. Designation and number of posts
  - b. Group to which the post belongs (Group A, B, C, D).
  - c. Scale of Pay of each post
  - d. Method of reservation for each post as provided for in the Recruitment Rules.
  - e. Minimum qualifications prescribed for Direct Recruitment to each post.

The grouping is to be approved by the competent authority.

- (xv) Separate Rosters may be opened for the following cadres, according to method of Recruitment/Promotion rules:
- a. Deputy Registrar
  - b. Assistant Registrar
  - c. Junior Assistant-cum-Typist
  - d. Technician
  - e. Professional Assistant

- f. Pump Operator
- g. Audio-Visual Operator, Preservation Assistants, Technical Assistants

De-reservation

The University, without following the prescribed procedure contained in Govt. of India, Department of Personnel & Training OM No.36020/45/97-Estt.(Res.), dated 27.09.1999 and without the approval of National Commission for SCs and STs, have de-reserved vacancies.

The University is advised to stop de-reserving the posts with immediate effect which is adversely affecting the interest of the SC/ST/OBC communities.

In view of the above, you are requested to take necessary action and a compliance report may be sent to UGC immediately for further necessary action.

With kind regards,

Yours sincerely,

*sd-*

(K.C.Pathak)

Prof. Sushanta Dattagupta  
Vice-Chancellor,  
Visva-Bharati  
Santiniketan-731235  
West Bengal

✓ Copy for necessary action to:- The Registrar, Visva-Bharati, Santiniketan-731235, West Bengal.

*Meena Kumari*  
(Meena Kumari Nirmal)  
Section Officer