

# STAFF SERVICE REGULATIONS

of

National Institute of Technical Teachers' Training and  
Research, Kolkata

(Amendment of Staff Service Regulation of NITTTR, Kolkata  
incorporating notifications till 31<sup>st</sup> December 2019)



**National Institute of Technical Teachers' Training and Research, Kolkata**  
An Autonomous Organization under  
Ministry of HRD, Government of India

Block-FC, Sector-III, Salt Lake  
Kolkata-700106  
[www.nitttrkol.ac.in](http://www.nitttrkol.ac.in)

*S. Mandal*  
10.1.2020.

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10/01/20

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10/01/20

January 2020



## **Staff Service Regulations of the National Institute of Technical Teachers' Training and Research, Kolkata (incorporating all amendments up to 31<sup>st</sup> December 2019**

### 1.0 APPOINTMENTS

Staff members of the Institute are grouped into 3 groups Group A, B and C. The Director, Professor, Associate Professor, Assistant Professor and other academic posts as may be decided by the Board of Governors, hereinafter refer to Board, will constitute the Teaching Staff and remaining are non-teaching staff. However, both categories of staff are treated as non-vacation staff.

All appointments of the staff of the Institute, except that of the Director, shall be made in accordance with the procedure laid down in the Rules by:

- a) The Board, for the post of Assistant Professor and above for the academic staff or for those posts in the non-academic staff that have the maximum of the scale of the pay equal to or more than that of the maximum of pay scale of the Assistant Professor cadre.
- b) The Director, in other cases.

### 1.1 NOTIFICATION OF VACANCY

The vacancy of all posts to which appointment is to be made by direct recruitment shall be advertised in selected newspapers, Employment News as well as in institute's website and / or notified to the concerned employment Exchange as the case may be. For the posts of Group 'C', office of the local Employment Exchange shall be informed to direct eligible candidates to apply directly online / offline as applicable. The advertisement notification shall invariably include the essential & desirable qualifications, experience and age, etc, prescribed for the post. In issuing the notification, due care should be taken to ensure representation of the Scheduled Caste / Scheduled Tribe / OBC / EWS and Physically Challenged candidates etc. as per Central Government notification from time to time.

### 1.2 RECRUITMENT RULES

#### 1.2.1 For Director:

Ministry of Human Resource Development, Government of India vide their letter F. No. 10-1/2006-TS.IV dated 7<sup>th</sup> March 2007 communicated the recruitment rule of the Director of NITTTRs which are follows:

- Applications for consideration for appointment to the post of Director shall be invited through open advertisement as well as through nomination by heads of University level Academic institutions.
- The post of Director shall not carry any pension. However, a person who held a pensionable post on substantive basis before his appointment as Director shall be eligible to count his service rendered as Director for the purpose of qualifying service for grant of retirement and pensionary benefit up to the completion of his term or up to the age of normal superannuation whichever is earlier. If the person concerned Selected/ Director was not eligible for pension, then he would subscribe to the CPF scheme of the Institute. If the tenure is extended beyond the normal date



of superannuation such extended period shall not be treated for qualifying service and the service would be regulated in the same manner as applicable to re-employed pensioners.

- For the period of appointment on contract as Director, the person concerned shall be treated as on Foreign Service and he shall be treated as on Foreign Service and he shall be eligible for leave salary & pension contribution. He would be also entitled to joining time & joining time pay along with transfer grant for self & family.

1.	Name of Post	Director, NITTTR, Kolkata
2.	Number of Post	01 (One)
3.	Classification	Group 'A'
4.	Scale of Pay	Rs 210000 (fixed)*
5.	Whether Selection Post or non-selection post	Not Applicable
6.	Age Limit for Director Recruit	Not Applicable
7.	Educational & Other Qualifications required for Director recruits	Not Applicable
8.	Whether Age & Educational Qualifications prescribed for Director recruits will also apply in case of promotes	Not Applicable
9.	Period of Probation, if any	Not Applicable
10.	Method of Recruitment a) Whether by Direct recruitment or b) by promotion by deputation / absorption and percentage of vacancies to be filled by various methods	On contract basis for tenure of 5 (five) years
11.	In case of Recruitment by promotional deputation / absorption, grades on which promotion / deputation / absorption to be made applicable	Not Applicable
12.	Minimum Qualification & Experience	A regular Professor in Engineering & Technology or Applied Science with a total experience of 15 years in the – of Teaching / Industry / Research  Desirable: i. Administrative experience in a responsible position; ii. Published Research Work of high standard; and iii. Membership of Professional Bodies.

13.	Tenure and Appointment	The Director shall be appointed by the Central Government who would hold office for tenure of five years from the date of joining which shall not ordinarily extended beyond the age of normal superannuation as applicable to a faculty of a Central university. The tenure of 5 years which is within the normal age of superannuation can be extended in public interest for a maximum period of six months only. A person who has held the post of Director for two terms would not be eligible for further re-appointment as Director.
14.	If a Departmental promotion Committee exists, what is its composition	Not Applicable
15.	Circumstances in which Union Public Service Commission is to be consulted in making recruitment.	Not Applicable

\* Revised vide MoHRD letter F.No. 15-4/2017-TC dated 27.10.2017

1.2.2 For Faculty (Professor, Associate Professor, Assistant Professor)  
The essential qualifications and experiences for recruitment to faculty positions will be governed by the AICTE norms as may be in vogue from time to time.

1.2.3 Non-academic Staff  
Ministry of Human Resource Development, Government of India vide their letter F. No. 23-5/2015-TS.IV dated 7<sup>th</sup> August 2018 communicated the Common Recruitment Rules (RRs) – Ministerial & Technical for 4 NITTTRs located at Bhopal, Chandigarh, Kolkata and Chennai which are as follows:

### Common Recruitment Rules (RRs) - Ministerial & Technical

#### Group-A

Sl. No.	Post with Level	Educational and other Qualifications / Age-Limit for Direct Recruitment	Method of Recruitment
1.	Senior Administrative Officer Level-11	<i>Essential Qualification:</i> Master's in any discipline with minimum of 55% from recognized University <i>Experience:</i> Minimum of 15 years' experience in administration, accounts, establishment, purchase and stores in Government, Quasi Government or autonomous organisations, preferably in an educational institution, of which minimum 10 years of experience in supervisory position with Pay Level 6, or 7 years in Pay Level 7 or 6 years with a Pay Level of 8 or 5 years in Pay Level 10 or equivalent. Age Limit: Not exceeding 45 years for Director Recruitment. <i>Age Limit and Essential qualification applicable for Direct Recruitment only.</i>	Direct Recruitment failing which by Deputation from Central Government Department / Autonomous Institutions

Sl. No.	Post with Level	Educational and other Qualifications / Age-Limit for Direct Recruitment	Method of Recruitment
2.	Senior Technical Officer Level-11	<i>Essential Qualification and Experience:</i> ME/M.Tech with 15 years of experience. <i>Age Limit:</i> Not exceeding 45 years for Direct recruitment. <i>Age Limit and Essential qualification applicable for Direct Recruitment only.</i>	Direct Recruitment failing which by Deputation from Central Government Department / Autonomous Institutions
3.	Technical Officer Pay Level-10	<i>Essential Qualification and Experience:</i> ME/M.Tech with 10 years of experience. <i>Age Limit:</i> Not exceeding 45 years for Direct recruitment.	100% by Direct Recruitment

Group-B & C (Administrative)

Sl. No.	Post with Level	Educational and other Qualifications / Age-Limit for Direct Recruitment	Method of Recruitment
1.	Section Officer Gr-I Pay Level-7	<i>Essential Qualification:</i> Graduate in any discipline. <i>Experience:</i> 5 Years of experience in relevant field in the Pay Level of 6 or its equivalent. <i>Age Limit:</i> Not exceeding 40 years for Direct Recruitment. <i>Age Limit and Essential qualification applicable for Direct Recruitment only.</i>	50% by Promotion (Section Officer Grade II with 5 years of experience in Pay Level of 6)  50% by Direct Recruitment failing which by Deputation from Central Government Department / Autonomous Institutions.
2.	Section Officer Gr-II Pay Level-6	<i>Essential Qualification:</i> Graduate in any discipline. <i>Experience:</i> 6 Years of experience in relevant field in the Pay Level of 5 or its equivalent. <i>Age Limit:</i> Not exceeding 40 years for Direct Recruitment. <i>Age Limit and Essential qualification applicable for Direct Recruitment only.</i>	67% by Promotion (from amongst Assistant with 6 years or relevant experience in the Pay Level of 5) 33% by Direct Recruitment
3.	Assistant Section Officer Pay Level-5	<i>Essential Qualification:</i> Bachelor's Degree in any disciplines or equivalent. <i>Age Limit:</i> Not exceeding 35 years for Direct Recruitment. <i>Age Limit and Essential qualification applicable for Direct Recruitment only.</i>	50% by Promotion (from amongst UDC with 5 years of relevant experience in the Pay Level-4) 50% by Direct Recruitment

Sl. No.	Post with Level	Educational and other Qualifications / Age-Limit for Direct Recruitment	Method of Recruitment
4.	Senior Secretariat Assistant Pay Level-4	<i>Essential Qualification:</i> Bachelor's Degree in any disciplines or equivalent. <i>Age Limit:</i> Not exceeding 35 years for Direct Recruitment. <i>Age Limit and Essential qualification applicable for Direct Recruitment only.</i>	50% by Promotion (from amongst LDC with 8 years of relevant experience in the Pay Level-2 50% by Direct Recruitment
5.	Junior Secretariat Assistant Pay Level-2	<i>Essential Qualification:</i> Passed 10+2 or its equivalent examination and having minimum typing speed of 30 w.p.m <i>Age Limit:</i> Not exceeding 35 years for Direct Recruitment. <i>Age Limit and Essential qualification applicable for Direct Recruitment only.</i>	33% by Promotion (from amongst MTS with 3 years of relevant experience in the Pay Level-1 67% by Direct Recruitment
6.	Multi Skilled Staff Pay Level-1		

Group-B & C (Technical)

Sl. No.	Post with Level	Educational and other Qualifications / Age-Limit for Direct Recruitment	Method of Recruitment
1.	Senior Technical Assistant Pay Level-7	<i>Essential Qualification and Experience:</i> School final or its equivalent (Class 10) with 3 years Diploma + 20 years of experience; Or B.Tech/BE + 15 years of experience <i>Age Limit:</i> Not exceeding 40 years for Direct recruitment. <i>Age Limit and Essential Qualification applicable for Direct Recruitment only</i>	67% by Promotion (from amongst Technical Assistant with 25 years of relevant experience in the Pay Level-6 33% by Direct Recruitment
2.	Technical Assistant Pay Level-6	<i>Essential Qualification and Experience:</i> School final or its equivalent (Class 10) with 3 years Diploma + 15 years of experience; Or B.Tech/BE + 10 years of experience <i>Age Limit:</i> Not exceeding 40 years for Direct recruitment. <i>Age Limit and Essential Qualification applicable for Direct Recruitment only</i>	67% by Promotion (from amongst Technical Assistant Grade II with 20 years of relevant experience in the Pay Level-5 33% by Direct Recruitment

Sl. No.	Post with Level	Educational and other Qualifications / Age-Limit for Direct Recruitment	Method of Recruitment
3.	Technical Assistant Gr.II Pay Level-5	<i>Essential Qualification and Experience:</i> School final or its equivalent (Class 10) with 3 years Diploma + 10 years of experience; Or B.Tech/BE + 5 years of experience <i>Age Limit:</i> Not exceeding 35 years for Direct recruitment. <i>Age Limit and Essential Qualification applicable for Direct Recruitment only</i>	50% by Promotion (from amongst Senior Technician with 15 years of relevant experience in the Pay Level-3 55% by Direct Recruitment
4.	Senior Technician Pay Level-3	<i>Essential Qualification and Experience:</i> School final or its equivalent (Class 10) with ITI Holder + 10 years' experience; Or School final or its equivalent (Class 10) with 3 years Diploma + 7 Years of experience <i>Age Limit:</i> Not exceeding 35 years for Direct recruitment. <i>Age Limit and Essential Qualification applicable for Direct Recruitment only</i>	50% by Promotion (from amongst Technician with 12 years of relevant experience in the Pay Level-5 50% by Direct Recruitment
5.	Technician Pay Level-2	<i>Essential Qualification and Experience:</i> School final or its equivalent (Class 10) with ITI Holder + 5 years' experience; Or School final or its equivalent (Class 10) with 3 years Diploma + 2 Years of experience <i>Age Limit:</i> Not exceeding 35 years for Direct recruitment. <i>Age Limit and Essential Qualification applicable for Direct Recruitment only</i>	33% by Promotion (from amongst MTS with 7 years of relevant experience in the Pay Level-1 67% by Direct Recruitment

Sl. No.	Post with Level	Educational and other Qualifications / Age-Limit for Direct Recruitment	Method of Recruitment
1.	Librarian Pay Level-10	<i>Essential Qualification and Experience:</i> Master Degree in Library Science with 5 years' experience in any University / Research Institution Library <i>Age Limit:</i> Not exceeding 45 years for Direct recruitment.	100% by Direct Recruitment



### 1.3 SELECTION COMMITTEE

The Selection Committee shall be composed as under, once constituted, shall remain valid for a period till the next Board is reconstituted.

a) For Director

A Selection of the Candidate shall be made by a Search-cum-Selection Committee constituted for this purpose by the Department of Higher Education. The Search-cum-Selection Committee shall consist of the following members, namely:

- i. A person to be appointed as Chairman – Chairman with the approval of the Minister of HRD
- ii. Two outside eminent technical experts – Members not below the rank of Additional Secretary to be nominated by Minister of Human Recourse Development
- iii. Joint Secretary (Technical Education), Department of Higher Education, Ministry of HRD - Convenor

The name / Panel suggested by the Search-cum-Selection Committee shall be valid for one year. If no selection is made from the panel within a period of one year, then a fresh Search-cum-Selection Committee shall be constituted to prepare a fresh panel. Such Search-cum-Selection Committee shall also consider the names of persons recommended in the first panel.

b) For Faculty (Professor, Associate Professor and Assistant Professor)

- i. Chairperson or his/her nominee – as Chairman/Chairperson
- ii. 1 (one) BOG Representative
- iii. Representative of Department of HE, Ministry of HRD, Govt. of India
- iv. 5 (five) Subject Experts
- v. 1 (one) Representative of SC/ST/OBC/Minority
- vi. Director, NITTTR, Kolkata as Member Secretary

c) For Group 'A' Non-academic Posts (drawing a minimum pay at Pay Level 10 and above of the Pay Matrix as per 7<sup>th</sup> CPC)

- i. Chairperson or his/her nominee
- ii. 1 (one) BOG Representative
- iii. Representative of Department of HE, Ministry of HRD, Govt. of India
- iv. 2 Subject Experts
- v. 1 (one) Representative of SC/ST/OBC/Minority
- vi. Director, NITTTR, Kolkata as Member Secretary

d) For Group 'B' and 'C' Non-academic Posts

- i. Director or his/her nominee – as Chairman/Chairperson
- ii. 1 (one) BOG Representative
- iii. 1 (one) Subject Expert
- iv. 1 (One) Representative of SC/ST/OBC/Minority
- v. Senior Administrative Officer as Member Secretary



## 1.4 SELECTION PROCEDURE

### a) Direct Recruitment

The following procedure shall be followed in the case of direct recruitment:

- i. On receipt of applications under Clause 1.1, institute shall prepare a summary sheet separately for each category of post in which the particulars of all candidates applied for the post shall be prepared and placed before the Screening Committee along with the printed /original application forms as submitted by the candidates online/offline.
- ii. The Appointing authority may constitute the Screening Committee and its composition keeping in view the category of posts and number of applications received. The Screening Committee after devising suitable selection criteria will shortlist the candidates to be called for interview or test or both and the same to be forwarded for approval of the appointing authority. The Appointing Authority shall constitute a Selection Committee as per the provision of clause 1.3.
- iii. The Selection Committee shall conduct interview or written examination or both for all the short listed candidates turned up and will prepare a panel, if found suitable. The selection Committee shall normally submit three names in order of merit against each vacancy. The recommendation of the Selection Committee shall be forwarded to the appointing authority.
- iv. On approval of appointing authority, the offer of appointment shall be made in order of merit in the panel. The approved panel shall remain valid for six months only.

### b) Promotion

- i. The Institute shall maintain a list of seniority for each category of posts and review the said lists in the month of June, every year. The list of seniority shall be circulated amongst the concerned employees and any mistakes therein, if any, as pointed out by any employee shall be addressed appropriately.
- ii. For the purpose of promotion of an employee on Seniority-cum-Fitness basis, the seniority list mentioned in sub-clause 1.4(b)(i) shall form the basis for consideration of the Departmental Promotion Committee. In case of promotion on selection basis the relevant particulars of each eligible candidate shall be furnished to the concerned Departmental Promotion Committee (DPC) which will prepare the list for each category of posts separately in order of merit and that merit list shall form the basis for promotion. These merit lists shall remain valid for six months only.

### c) Approval of BOG

- i. Faculty and Group A Staff  
Recommendation of the Selection Committee shall be placed before the Board of Governors(BOG) for approval or the same can be ratified in the next BOG meeting.
- ii. Group B and C Staff  
The appointment of the staff shall be reported in the next meeting of the BOG.



1.5 APPLICATION FEE AND T.A. TO CANDIDATES:

- a) Application fee will be decided at the discretion of the Competent Authority and for the reserved category and other, shall be applicable as notified by Central Government from time to time.
- b) Candidates called for interview shall be paid TA in commensurate with the post applied for as per Government of India norms which is adopted in the Institute.

2. TERMS AND CONDITIONS OF SERVICE

2.1 MEDICAL FITNESS

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service in India by a medical Officer not below the rank of a civil surgeon or equivalent as stipulated in FR 10.

2.2 VERIFICATION OF CHARACTER & ANTECEDENTS

Verification of character and antecedents in regards to appointment as prescribed by Government of India from time to time shall be followed.

2.3 VERIFICATION OF ALL CERTIFICATES INCLUDING CASTE CERTIFICATE:

All the certificates submitted by the applicant shall be subject to verification by the competent authority. In case any certificate is found to be falsified, the appointment shall stand terminated with immediate effect.

3.0 GENERAL CONDITIONS

- 3.1 All appointments shall take effect from the date on which the appointee reports for duty at the place of posting.
- 3.2 All appointments to the teaching posts ordinarily shall be made on probation for a period of two years after which period, the appointee, if confirmed shall continue to hold his/her office till he/she attains the age of superannuation which is 65 years. In exceptional cases the Board may extend the period of appointment beyond the age of superannuation on year to year basis up to the age of 70 years.
- 3.3 All appointments to non-teaching posts ordinarily shall be made on probation for a period of one year after which period, the appointee, if confirmed, shall continue to hold his office till he attains the age of superannuation which is 60 years.
- 3.4 It shall be permissible for the Board to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation.
- 3.5 The Appointment Authority may terminate the services of any employee by three months' notice (or three months' pay in lieu thereof) on the medical ground if the retention of such employee in service is considered undesirable.



- 3.6 The Appointing Authority may terminate the services of any confirmed employee on the ground of retrenchment, economy or any other reasons not necessarily to be intimated to the employee concerned, by giving six months' notice in writing or effecting payment of six months' pay in lieu thereof.
- 3.7 A confirmed employee of the Institute may also terminate his employment with the institute by giving to the Appointment Authority six months' notice in writing. However, in exceptional cases, the Appointing Authority may use his discretionary powers and can release an employee who serves the notice of resignation before the expiry of notice period of six months.
- 3.8 The pay of the employees of the Institute shall be in accordance with the pay scales approved by the Central Government. The employees of the Institute shall also receive such allowances as are admissible to the Central government employees with similar scale of pay posted at the station of the Institute.
- 3.9 Every employee of the Institute shall devote his whole time to the services of the Institute and shall not, except with the previous sanction of the Appointment Authority, engage directly or indirectly in any trade or business or undertake any employment, or any other work which may interfere with the proper discharge of his duties.

However, an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he/she shall not undertake or he/she shall discontinue such work if so directed by the Competent Authority.

The prohibition herein contained shall not apply to the work undertaken in connection with the examination of Universities, Institutes or Public Service Commission or Consultancy practice undertaken in accordance with the rules to be laid down by the Institute from time to time.

- 3.10 Notwithstanding anything contained in the Staff Service Regulations, the appropriate authority, if it is of the opinion that it is in the public interest to do so, shall have the absolute right to retire any employee, by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such action, without assigning any reason, after the said employee has attained the age of 50 years or has completed 30 years of service which is earlier.

Provided further that the employees shall also have the right to retire, by giving notice to the appropriate authority of not less than three months' pay and allowances in lieu of such notice, after attaining the age of 50 years or completing 30 years' service whichever is earlier.

- 3.11 Every employee of the Institute shall at all times maintain absolute integrity and devotion to duty. Till such time, the Institute does not prescribe the Conduct rules of its own, the provision of the Conduct Rules as applicable to the Central Government employees shall also apply to the employees of the Institute mutatis mutandis.



3.12 Any employee of the Institute is liable to be transferred anywhere in India in the interest of the Institute as decided by the competent authority.

#### 4.0 OFFICIATING AND ACTING APPOINTMENTS

4.1 A member of the staff of the Institute appointed to officiate in a higher post shall receive remuneration in accordance with rules applicable to employees of the Central Government in that behalf and as stipulated in FR 49.

4.2 Adhoc acting allowance may be given in exceptional circumstances with the previous approval of the Board or the Director, as the cases may be.

#### 5.0 INCENTIVES / REWARDS

In order to enhance performance of the employees, the Institute may formulate a suitable incentive / reward scheme for achieving higher targets as fixed by the competent authority from time to time.

#### 6.0 PENALTIES AND APPEALS

6.1 The following penalties may, for good and sufficient reasons, be imposed on an employee of the Institute by the Appointing Authority (who will act as the Disciplinary Authority for this purpose) concerned:

- i. Censure
- ii. Fine
- iii. Withholding of annual increments
- iv. Reduction in rank
- v. Compulsory retirement
- vi. Removal from service

Provided that the penalties other than those mentioned under items (i) above shall not be imposed without framing regular charge sheets and without being properly investigated into by the Appointing Authority himself or by any other person or persons appointed by him. In doing so, reasonable opportunity should be given to the concerned employee to submit his explanation etc. and also to defend his case properly.

6.2 The Disciplinary Authority, for reasons which it may consider adequate may, suspend an employee pending an enquiry into the allegations made against him / her and or /or before or after the charges are framed against him / her. Provided further that no such enquiry as aforesaid shall be necessary if reduction in rank or dismissal is proposed on the ground of conviction of a Criminal Court.

6.3 An employee aggrieved by an order mentioned in sub clauses 6.1 and 6.2 above passed by the Disciplinary Authority shall be entitled to prefer an appeal to the authority specified below against the said order and the decision of the Appellate Authority shall be treated as final.



- i. In case of order passed by the Director in his capacity as the Disciplinary Authority, the Chairman of the Board shall be Appellate Authority.
- ii. In case of the order passed by the Chairman of the Board in his capacity as the Disciplinary Authority, the Board shall be the appellate authority. The board shall consider the appeal at a meeting and take a decision.

7. RETIREMENT BENEFIT SCHEME

Such Scheme / Schemes as is / are approved by the Central Government will apply.

8. TRAVELLING AND HALTING ALLOWANCE

For their journey on official business, each employee will be entitled to travelling and halting allowance as applicable to similarly placed for Central Government employees.

9. LEAVE

- i. All staff of the Institute shall be governed by the leave rules prescribed by the Central Government for its own employees as amended from time to time unless the Board under special circumstances empowers the Director to grant special leave to any office employee.
- ii. The Director shall have power to sanction leave such as casual leave, earned leave, sick leave, compensatory leave, leave without pay to all staff of the Institute. In the case of Director, Chairman of the Board shall exercise the same power.
- iii. Leave cannot be claimed as a matter of right. The service of an employees who remains absent from duty without leave or fails to return to duty at the expiry of the sanctioned leave is liable to be terminated by the Institute or the Chairman, as the case may be without reference to the person concerned, as from the date on which should have re-joined duty.

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10/01/2020

Smardal  
10/1/2020

Director may kindly approve the same.

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10/01/2020

Approved in principle  
Pnt an agent or dem  
to P.B.G. Prasad



F. No. 9-12/2019-TS.IV

भारत सरकार/ Government of India

मानव संसाधन विकास मंत्रालय/ Ministry of Human Resource Development

उच्चतर शिक्षा विभाग/Department of Higher Education

तकनीकी अनुभाग IV/Technical Section IV

Shastri Bhawan, New Delhi - 110115

Dated 21<sup>st</sup> January, 2020

To

The Director, NITTTR- Kolkata

**Subject: Minutes of the Meetings of 34<sup>th</sup> Finance Committee & 37<sup>th</sup> Meeting of the BoG of NITTTR - Kolkata - reg.**

Sir,

I am directed to refer to your email dated 17<sup>th</sup> January, 2020 forwarding therewith the **Minutes of the Meetings of 34<sup>th</sup> Finance Committee & 37<sup>th</sup> Meeting of the BoG of NITTTR - Kolkata** held on 11.01.2020 and to say that the minutes of the above mentioned meetings are confirmed.

2. Further, following items has been clarified as under: -

- W.r.t. Item No. 34.4.1 of 34<sup>th</sup> FC- Adoption of Special Audit Report (SAR) for year 2018-19 by circulation. It is therefore requested you to expedite the same.
- W.r.t. Item No. 37.3.2 of 37<sup>th</sup> BoG- To consider Staff Service Regulations of the Institute consequent upon implementation of Common Recruitment Rule for non-teaching posts and that of 7<sup>th</sup> CPC has been approved. It need not come to MHRD for its approval.

Yours faithfully,

*Rajbala*

(Rajbala Sharma)

Section Officer (TS.IV Section)

Tel No. 011-23385313

