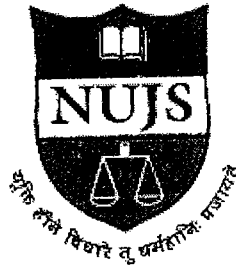


The West Bengal National University of Juridical Sciences



AGENDA NOTES FOR THE 59th MEETING OF THE

FINANCE COMMITTEE

TO BE HELD ON 31 July 2011 AT 11:00 A.M.

AT DR.AMBEDKAR BHAVAN, SALLAKE, KOLKATA

**W.B National University of Juridical Sciences
Dr. Ambedkar Bhavan
Salt Lake, Kolkata**

59th MEETING OF THE FINANCE COMMITTEE
31 JULY, 2011 AT 11:00 A.M

	Page No.
Agenda Item No.1	1
Confirmation of the Minutes of the 58 th meeting of the Finance Committee held on 15 June , 2011.	
Agenda Item No.2	5
Request of Mr.Uttam Metya, and Mr.Manick Mallick ,Attendants.	
Agenda Item No.3	18
Proposal for posting the expenses to subsequent year if exceed in a particular year.	
Agenda Item No.4	19
Propopsal for norms for travelling and daily allowance for the faculty.	

Any other matter with the permission of the Chair.

The W.B. National University of Juridical Sciences
Dr. Ambedkar Bhavan

Salt Lake, Kolkata

59th Meeting of the Finance Committee

31 July, 2011

AGENDA NOTES

Agenda Item No. 1 Confirmation of the Minutes of the 58th Meeting of the
Finance Committee held on 15 June, 2011.

Minutes of the 58th Meeting of the Finance Committee of NUJS held on 15 June 2011 are
enclosed as **Annexure 1A** for confirmation.

THE W. B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Dr. Ambedkar Bhavan

Salt lake, Kolkata

**Minutes of the Fifty-eighth Meeting of the
Finance Committee**

The W.B. National University of Juridical Sciences

Held on 15 June 2011

At Dr. Ambedkar Bhavan, Salt lake, Kolkata.

The Fifty-seventh Meeting of the Finance Committee was held on 15 June 2011 in Dr. Ambedkar Bhavan, Salt Lake, Kolkata. The Following members were present:

1. Mr. Dipankar Gupta, Chairman
Sr. Advocate, Supreme Court of India, New Delhi
2. Prof. (Dr.) M. P. Singh, Member
Vice Chancellor, West Bengal National University of Juridical Sciences.
3. Mr. A. K. Mitra, Member
Advocate General, West Bengal
4. Mr. R. N. Dutta, Member
Kolkata

Dr. S. C. Mukhopadhyay, Registrar, WBNUJS was also present as Ex-Officio Secretary to the Committee.

Pr. Secretary to the Govt. of West Bengal, Judicial Department, Member; could not attend the meeting due to preoccupations.

The West Bengal National University of Juridical Sciences

**Minutes of the 58 Meeting of the Finance Committee of
WBNUJS held on 15 June 2011.**

Sl. No.	Agenda Item	Resolution	Remarks/Action Taken
1.	Confirmation of the minutes of the 57 th Meeting of the Finance Committee held on 18 th March 2011.	The Minutes of the 57 th meeting of the Finance Committee held on 18 March 2011 were confirmed .	
2.	Enhancement of Gratuity Ceiling from Rs.3.5 Lacs to 10 Lacs	<p>Pension and Group Schemes Dept of LIC has submitted the revised gratuity liability taking into account the increase in gratuity ceiling from the existing 3.5 lacs to 10 lacs. The total liability for the current year comes to Rs.3262473 as per letter of LIC vide No. KMDO-I/P&GS/Gratuity/Gr-B dated 27.05.2011 .The amount would be paid in 5 yearly installments.</p> <p><u>RESOLUTION</u></p> <p>The Finance Committee accepted the proposal for payment of the amount to LIC in 5 yearly installments in regard to the enhancement of the gratuity ceiling from Rs.3.5 Lakhs to 10 Lakhs .</p>	The first installment has been accordingly processed.
3	Proposal for payment of Dearness Allowance at enhanced rate (51%) w.e.f. 01.01.2011	<p>The Government of India, Ministry of Finance, Department of Expenditure in their O.M.No.1(2)/2001-E-II(B) dated New Delhi, the 24th March 2011 have announced for the release of another installment of Dearness Allowance to all Central Government Employees raising its existing rate from 45% to 51% and that will take effect from 1st January, 2011. In the event of its approval, additional financial liability has been estimated to the tune of Rs. 1,02,457/- (Approx) per month which is accommodated in the budget estimates of FY-2011-2012 under the head, "Salaries and Allowance". The University proposes that for future increase in DA as and when notified by the Government of India it will implement the increase automatically and report it to the Finance Committee.</p> <p><u>RESOLUTION</u></p> <p>The Finance Committee accepted the proposal for increase in DA from 45% to 51% for all University employees w.e.f 1/1/2011. However, it deferred the proposal for automatic implementation of future increase in DA.</p>	As directed the increase in DA has been implemented.

4.	<p>Reinvestment of Matured Funds in Term Deposits</p>	<p>The University has received Rs.2,00,00,000.00 (Rupees Two Crore only) towards maturity of WBNUJS Depreciation Fund, Rs.50,000.00 (Rupees Fifty Thousand only) towards maturity of WBNUJS Gold Medal Fund-Gopal Subramaniam on 08.06.2011 from GOI Bonds which are invested in Syndicate Bank, Salt Lake branch for a period of 440 days @9.75% w.e.f 08.06.2011 in the names of WBNUJS Depreciation Fund(T.D. No.9598458000115/1) of Rs.2,00,00,000.00 and WBNUJS Gold Medal Fund G.S (T.D. No.95984050072820/1 of Rs.50,000.00</p> <p><u>RESOLUTION</u></p> <p>The Finance Committee noted the matter with approval.</p>	
AA1	<p>Request of Mr.Uttam Metya,Attendant</p>	<p>The University has received a request from Mr.Uttam Metya ,Attendant for enhancement of his Grade Pay from Rs.1800 to Rs.2000/- in view of his additional qualifications and nature of duty in the University.</p> <p><u>RESOLUTION</u></p> <p>The Finance Committee deferred the proposal and directed that the University may put up a comprehensive proposal with other similar cases of pay fixation at higher grade pay.</p>	
AA2	<p>Request of Professor Basheer for transfer of his leave salary to an IPR External fund for conducting IP research and conferences.</p>	<p>The University has received a request from Professor Basheer for the transfer of his undrawn salary during 15/1/2011 up to 31/3/2011 to an IPR External fund account for conducting research and conferences.</p> <p><u>RESOLUTION</u></p> <p>The Finance Committee deferred the proposal and directed that the University should approach the donor and seek a clarification for the possibility of such transfers from the IPR fund . In regard to the enhancement of pay of the IPR Chair Office Assistant ,the committee directed that the University should also approach the donor and seek a clarification of the enhancement of pay of the Office Assistant since he is a contractual employee on consolidated monthly pay.It also directed that a detailed Income and Expenditure of the IPR Fund from inception may be worked out for a clear status on the available funds with the IPR Chair.</p>	<p>A proposal has been put up with another similar case.</p>
			<p>The University has written to the Govt. of India, MHRD(donor) seeking clarification regarding the use of these funds. Reply is awaited.</p>

Agenda Item No.2

Request of Mr.Uttam Metya and Mr.Manick Mallick ,Attendants

The University has received a request from Mr.Uttam Metya ,Attendant for enhancement of his Grade Pay from Rs.1800 to Rs.2000/- in view of his additional qualifications and nature of duty in the University.(Annexure 2A)

The Finance Committee in its meeting dated 15/6/2011 deferred the proposal and directed that the University may put up a comprehensive proposal with other similar cases of pay fixation at higher grade pay.

Subsequently , the University has received a request from Mr.Manick Mallick for enhancement of his grade pay .(Annexure 2 B)

The University proposes to enhance the grade pay of Mr.Uttam Metya and Mr.Manick Mallick from Rs.1800/- to Rs.2000/- in view of the nature of work being done by them.; both of them carry out additional work in the hostels as and when required. Mr.Metya looks after electrical connections within the campus and Mr.Manick Mallick takes care of all plumbing work in the University hostels and administrative / academic block. As on date, no other similar case of pay review has been found.

Submitted for directions.

Annexure - 2A

To
The Vice Chancellor
The West Bengal National University of Juridical Sciences
12 LB Block, Sector - III,
Salt Lake City,
Kolkata - 7010 098.

vc 0037/2/21/2/11

18/02/2011

Sir,

Subject: Appointment as Electrical Technician in the pay scale of 5200-20200 GP 2000

This has reference to my earlier application dated June 2004 requesting for permission to enroll in the course of Theoretical Training of Industrial Workers related to the trade of Electrician from the Industrial Training Institute (ITI), Govt. of West Bengal. Subsequent to the receipt of permission from you, I had taken admission to the said course which was a two year programme and on May 2007 I have completed the course successfully with 59% marks. Enclosed please find a photocopy of the Pass Certificate issued in my favour by the Industrial Training Institute (ITI) (Flag-A).

Enclosed please also find a photocopy of the Electrical Wireman License (Flag-B) which I had submitted earlier, during my **initial appointment** as **Electrician-cum-Helper** on 09/10/2002 (photocopy of first appointment letter enclosed at Flag-C) on a two year contract, which was further renewed on 23/11/2003 as an Attendant at a consolidated salary of Rs. 4060.00. At present I am enjoying the same designation at a pay scale of Rs. 5200-20200 GP 1800 since 01/01/2006.

This is for your information that although I am designated as Attendant, I am performing the duties of an Electrician in the University.

Under the above circumstances, this is my humble request to you that looking at my qualifications as well as my experience of performing the duties of Electrician for the last eight years in the University, I may kindly be considered for being appointed as "Electrical Technician" in the pay scale of Rs. 5200-20200 GP 2000 following the present University norms for technical cadre employees. I am also enclosing herewith photocopies of advertisements from other Institutions who have offered the mentioned scale (i.e. Rs. 5200-20200 GP 2000) to "Electricians" (Flags-D, E, F) for your kind perusal.

Alternatively I would request you for a higher fixation of pay with additional increment in my favour, in view of my qualifications and the nature of work I perform in the University.

Thanking you,

Yours faithfully,

Uttam Metya
18/02/2011
Uttam Metya
Attendant

Regd. to
Job FAC
21.2.11

As directed.

AR (Admin)

4 Feb 22.2.11

DEO (AD)

Forwarded 24/2/11

सत्यमेव जयते

Central Institute, Gandhinagar

Govt. Of West Bengal

: PROVISIONAL CERTIFICATE :
 (UNDER PART-TIME EVENING CLASSES FOR
 INDUSTRIAL WORKERS' SCHEME)

Certified that Smt. Uttam Metyason/daughter
 of Smt. Prafwa Metyahas attended Part-time Evening
 Classes and completed the course of Theoretical Training of Industrial Workers under Part-time Classes Scheme
 in the subjects mentioned on the reverse, related to his trade of Electrician 2007 (year)
 and passed the Final Examination held in M.A.Y. (month) who was sponsored by
 Smt. Uttam Metya
 M. Chhabra, Director of Chhaya Apartment, Puri, as a regular employee.
 KOL-28

Dy. Director of Industrial Training
 Institute of I.T.I. Gandhinagar

GOVERNMENT OF WEST BENGAL
DIRECTORATE OF ELECTRICITY
1, AMPHIB NUKHERJEE ROAD, KOLKATA - 700020.

No. 9201 Dated, Kolkata, the 13/12/02

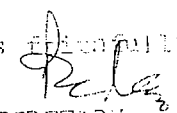
To Mr. Uttam Metya.
Vill - Palanda P.O - Gobindapur.
Dist - Midnapur (E)


W.P. Examination held on July-Aug '02 Roll No. 316

You are informed that you have passed in the above Exam.

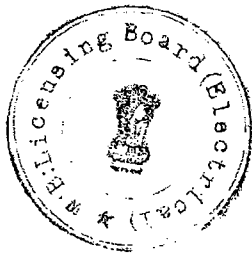
in Class i(b) only

Yours faithfully,


SECRETARY,

 WEST BENGAL LICENSING BOARD (E.E.P.)

13.12.02





The WB National University of Juridical Sciences
'Aranya Bhavan' 10A LA Block Salt Lake City Kolkata 700098
Phones 3350534/3357379 Fax 3357422
E-mail nujs@cal3.vsnl.net.in Gram JURVARSITY

To.
Shri. Uttam Matye
AF 364, CPWD Qts,
Salt Lake
Kolkata – 700 064

9 October 2002

Dear Shri. Matye,

You are hereby directed to work for NUJS on adhoc basis as Electrician – Cum – Helper. You will be paid the minimum wage as per Govt rule on no work no pay basis.

You are asked to join immediately.

Yours faithfully,

Gangotri Chakraborty
(Prof. Gangotri Chakraborty)
Registrar

Engineering Job Vacancy kerala - Central Plantation Crops Research Institute

Central Plantation Crops Research Institute

(Indian Council of Agricultural Research)

Kasaragod 971124, Kerala, India

Web: <http://www.bioinfpcpri.org>

Advt. NO. CPCRI-5/09

Applications are invited from the eligible candidates for the following posts under CPCRI:

T3 (Jr. Engineer) Electrical: 01 Post

Pay: Rs. 5200-20200+GP Rs. 2800

Age: 18-30 years

Qualification : B.Tech (Electrical) / three years Diploma In Electrical Engineering

T3 (Farm Assistant): 02 Posts

Pay: Rs. 5200-20200+GP Rs. 2800

Age: 18-30 years

Qualification : Bachelor's Degree In Agriculture / Horticulture or any other branch of science / social science relevant to agriculture

T1 (Electrician): 02 Posts

Pay: Rs. 5200-20200+GP Rs. 2000

Age: 18-30 years

Qualification : Matriculate atleast with one year certificate in the trade electrician

LDC: 02 Posts

Pay: Rs. 5200-20200+GP Rs. 1900

Age: 18-27 years

Qualification : 1. Matriculate or its equivalent.

2. Proficiency in typewriting at a minimum speed of 30 w.p.m in english or 25 w.p.m in Hindi

Age Relaxation :

The Upper age is relaxable for Sc/St/OBC/PH As per the government of india rules.

Last Date to Apply : 30 days from 26.12.09 (date of publication in the weekly Employment News) i.e. up to 28.01.2010

Vacancy Details : <http://www.bioinfpcpri.org/opportunity/opp.html>

				2-1 (UR) 1 (ST) = Kalimpong 3-1 (UR) 2 (OBC) = Pusa 2-1 (UR) 1 (ST) = Katrain 4-2 (UR) 2 (OBC) = Karnal 5-2 (UR) 2 (OBC) 1 (ST) = New Delhi		
8	JE (Mech) / T-3 Grade / Cat. II	PB-I/ Rs. 5200 - 20200/- + Grade Pay Rs. 2800		1 - OBC = Pusa (Bihar)	Bachelors Degree /3 years Diploma in Mechanical Engg.	
9	JE (Civil) / T-3 Grade / Cat. II	PB-I/ Rs. 5200 - 20200/- + Grade Pay Rs. 2800		2 1(UR) 1 (OBC) = IARI Hq. Delhi	Bachelors Degree /3 years Diploma in Civil Engineering	
10	JE (Electrical) / T-3 Grade / Cat. II	PB-I/ Rs. 5200 - 20200/- + Grade Pay Rs. 2800		1 - (OBC) = IARI Hq. Delhi	Bachelors Degree /3 years Diploma in Electrical Engineering	
11	Hindi Translator / T-3 Grade / Cat. II	PB-I/ Rs. 5200 - 20200/- + Grade Pay Rs. 2800		1 - (OBC) = IARI, New Delhi	BA (Hons) in Hindi or equivalent qualification from a recognized university with 3 years experience in Science writing and science journalism in Hindi Language Desirable : Diploma in Journalism Diploma in automobile Engineering /Mechanical Engineering	
12	JE (Mech.)/T- 3/Cat.II	PB-I/ Rs. 5200 - 20200/- + Grade Pay Rs. 2800		1- (UR) = New Delhi		
13	Electrician / T-1 Grade / Cat. I /	PB-I/ Rs. 5200 - 20200/- + Grade Pay Rs. 2000/-		6 [3 (UR), 2 (OBC), 1 (ST)] = IARI Hq. Delhi	Matriculate with at least one year Trade Certificate in Electrician or equivalent from recognized Institution.	
14	Library Asstt./ T-1 Grade /Cat. I	PB-I/ Rs. 5200 - 20200/- + Grade Pay Rs. 2000/-		6 2 (PH), 1 (UR), 1 (OBC), 1 (ST) & 1 (SC) = IARI, New	Matriculate with at least one year certificate course in Library Science / Library & Information Science or equivalent from a recognized Institution	

ADVERTISEMENT



BITS-PILANI, HYDERABAD CAMPUS

Advertisement No. BITS-HYD/NT/2011/1

BITS-Pilani, Hyderabad Campus, offering Under Graduate, Post Graduate and Ph.D Programmes, requires the following personnel for its Science, Engineering and Administrative Departments.

Office Superintendents/Assistant Office Superintendents/ Office Assistants/Junior Office Assistants/Electricians/Demonstrators/ Technical Assistants/Lab Attendants/Lab Technicians/Junior Technicians

For other details, refer to the website: www.bits-hyderabad.ac.in. Eligible candidates may apply to the Director, BITS-Pilani, Hyderabad Campus, Jawahar Nagar, Shameerpet Mandal, RR Dist., Hyderabad - 500 078 within 15 days from the date of this advertisement.

Faculty In-charge (General Admn.)

Salary, perks and other details:

Sl. No.	Position	Pay Scale (Rs.)	Qualification	Experience
1	Office Superintendent	9,300 - 34,800 + GP : 4800	Graduate	Min. 15 years of relevant experience in reputed Educational Institution(s).
2	Assistant Office Superintendent	9,300 - 34,800 + GP : 3,600	Graduate	Min. 10 years of relevant experience in reputed Educational Institution(s).
3	Technical Assistant	9,300 - 34,800 + GP : 3,600	Degree/Tech Diploma in Civil Engineering	Min. 0/10 years of relevant experience in reputed Educational Institution(s).
4	Lab Demonstrator	5200 - 20200 + GP : 2,800	Sr. Graduate/Technical Diploma in Civil Engineering/Pharmacy	Min. 3/5 years of relevant experience in reputed Educational Institution(s).
5	Office Assistant	5200 - 20200 + GP : 2,400	Graduate	Min. 3 years of relevant experience in reputed Educational Institution(s).
6	Junior Office Assistant	5200 - 20200 + GP : 2,000	Graduate	Min. 2 years of relevant experience in reputed Educational Institution(s).
7	Lab Technician	5,200 - 20,200 + GP : 2,400	Diploma in Chemical Engineering	Min. 3 years
8	Junior Technician/ Electrician	5,200 - 20,200 + GP : 2,000	10 th class with ITI	Min. 3 years of relevant experience in reputed Educational Institution(s).
9	Office/Lab Attendant	5,200 - 20,200 + GP : 1,300	10 th class	Min. 3 years of relevant experience in reputed Educational Institution(s).

Other benefits like Contributory Provident Fund, Gratuity, Medical Reimbursement, Fee Scholarship for Children Education and Leave Travel Concession as per Institute rules for all employees on regular scales.

Annexure - 2B

16th July 2011

To
The Registrar
WBNUJS
Kolkata

Sir,

The undersigned was engaged as technical attendant (plumber) of the University on October 2003 on work no pay basis but was appointed as office attendant since 06th July 2004. My job involves maintenance of plumbing work, hostel work, supervision of drainage system as well operating pumps (three times a day) which requires 24 hour presence in the campus. Accordingly, I have been allotted a rent free accommodation in the campus (Gents Hostel room no 138 since October 2003) and does not receive HRA component of the salary.

The nature of my job is completely different from that of an office attendant as well as it requires technicality, which I have been performing since 2003 as well as living out of my residence where I have dependent parents and family members going through financial hardships.

I humbly request the authority to at least allow me a few advance increments, which justifies my nature of work as well as motivate me better.

Yours faithfully.

Manik Mallick
16/7/11

Manik Mallick

PANDA & COMPANY

ENGINEERS & CONTRACTORS
18/1/A, MADAN DUTTA LANE,
CALCUTTA-700 012

Communications address: HB-288, SALT LAKE, SECTOR-III, CALCUTTA-700 091

Ref. No.

Date 7.11.2002

TO WHOM IT MAY CONCERN

This is to certify that Sri Manik Mallick son of Sri Sibul Mallick (permanent address: Malatipur, P.O : Dhatrigren, P.S.: Kalna, Dist: Burdwan) is an employee of this organisation since 1992. Mainly he is designated here as a 'Plumber' of plumbing & sanitary works. Despite his scheduled jobs, at times, he has to perform some other auxiliary-jobs in civil line works.

He is an young energetic, wishing him success in every space of life.

For M/P. PANDA AND COMPANY

S. Panda



W.B. National University of Juridical Sciences
'NUJS Bhavan' 12, LB Block, Sector - III, Salt Lake City, Kolkata 700098
Phones 2335 0534/7379/0500/0765 Fax 2335 7422
E-mail nujs@cal3.vsnl.net.in Gram JURVARSITY

NUJS MEMORANDUMS/2004

Date 3rd July 2004

To
Shri. [Name]
[Address]
[City]

I am pleased to inform you that the W.B. National University of Juridical Sciences
has offered you an appointment in respect of the post of Attendant for a period
of [duration] under the terms and conditions contained in the enclosed Memorandum
of Appointment. If you agree to accept the offer, you may sign the Memorandum of
Appointment (which is enclosed with this letter) in token of your having so agreed and
return it as soon as possible but not later than 20/7/2004.

Yours faithfully,

[Signature]
[Name]
[Designation]

REGISTERAR

WEST BENGAL NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

NUJS Bhawan, 12, LB-Block, Salt lake, Kolkata 700098

MEMORANDUM OF AGREEMENT

Memorandum of agreement is made on the 06th day of the Month of
..... July , Two Thousand and four

Between

Sri/Smt/Ms/ Mr Manik Mallick (hereinafter called
the contractual employee) of the first party

And

The W.B. National University of Juridical Sciences, an University constituted under
W.B. NUJS Act, 1999(hereinafter called the University) of the Second Part

It is mutually agreed as follows:-

06. The engagement is in respect of the post of Attendant for a period of two years on contract from the day of signing the agreement
07. The engagement shall be a whole time engagement from the day of signing the Agreement.
08. The University shall pay to the contractual employee a fixed and consolidated amount of Rs.4060.00(Rupees Four thousand sixty, only) per mensem by way of total emoluments.
09. The contractual employee undertakes to do such duties and perform such functions as may be assigned to him/her from time to time by the appropriate authority of the University.
10. The contractual employee shall be subject to the relevant Act, Rules and Regulations of the University as may be applicable to him/her.

.....
Signature of the Registrar
(On behalf of the WBNUJS)

.....
Signature of the Contractual Employee



The WB National University of Juridical Sciences

"Dr. Ambedkar Bhavan" 12, LB Block Sector - III, Salt Lake City, Kolkata 700098

Phones : 2335 0534/7379/0500/0765 • Fax : 2335 7422

E-mail : nujs@cal3.vsnl.net.in • Gram : JURVARSITY

MEMORANDUM OF AGREEMENT

Memorandum of Agreement is made on the 8th of July, Two Thousand and Six.

Between

Sri/Smt./Ms./Mr. MANIK MALLICK (hereinafter called the contractual employee) of the first part

And

The W.B. National University of Juridical Sciences, and University constituted under W.B. NUJS Act, 1999 (hereinafter called the University) of the Second Part

It is mutually agreed as follows:-

1. The engagement is in respect of the post of Attendant for a period of 5 (five) years on contract from the day of signing the agreement.
2. That the engagement shall be a whole time engagement from the day of signing the Agreement and this supersedes the previous agreement of two years signed on 8th July in the year 2004.
3. The University shall pay to the contractual employee salary in the pay scale of Rs. 2550-55-2660-60-3200 plus usual allowances per month. Your initial basic pay will be Rs. 2550.
4. The contractual employee undertakes to do such duties and perform such functions as may be assigned to him/her from time to time by the appropriate authority of the University.
5. The contractual employee shall be subject to the relevant Act, Rules and Regulations of the University as may be applicable to him/h.er.
6. This contract can be terminated by giving one month's notice from either or by payment of an amount equivalent to one month's salary in lieu thereof.

Signature of the Registrar
(On behalf of the WBNUJS)

Manik Mallik
Signature of the Contractual Employee

Agenda item No.3

Proposal for posting the expenses to subsequent year if exceed in a particular year.

As per suggestion of the Librarian, when the expenses exceed the Revised Budget Estimates, it may be posted to the next year budget(even when not proposed/approved)with approval of the competent authority. This should be applicable only in respect of purchase/renewal of books, journals and online database.

Submitted for directions.

Agenda item No.4

Proposal for norms for travelling and duty allowance for the faculty.

The University proposes to have some basic norms for the faculty who travel to attend seminars, conferences, etc including travelling allowance etc.

In this regard the University formed a committee to review the norms of travelling allowance etc. The minutes of the meeting of the committee is enclosed in annexure 4A.

Submitted for directions.



Annexure - 4A

The West Bengal National University of Juridical Sciences

Office Order No. : 322/Reg/11

April 26, 2011

OFFICE ORDER

A Committee has been constituted to review and propose the norms for travelling and daily allowances for the teaching staff of the University for attending any Conference / Seminar/Meeting (domestic and international) in other Universities/Institutions/Centres. The members of the Committee are:

1. Dr. S. C. Mukhopadhyay, Co-ordinator
2. Professor Shamnad Basheer *29/09/11*
3. Professor M. K. Sinha *26/4*

The Committee may submit its report to the University authorities by 30/06/2011.

This has the approval of the Vice Chancellor.

Sd/-

Dr. Surajit C. Mukhopadhyay
Registrar

Copy to :

1. All members mentioned above.
2. PA to Vice Chancellor

For [Signature] 26/4

[Signature]
Dr. Surajit C. Mukhopadhyay
Registrar

The West Bengal National University of Juridical Sciences

Minutes

Committee consisting of the Registrar, Prof. Manoj Kumar Sinha and Prof. Shamnad Basheer met on 29/04/2011 to review and propose norms for travelling and daily allowances for the teaching staffs of the University in accordance of Office Order No. 322/Reg/11 dated 26/04/2011.

The following resolutions were adopted:

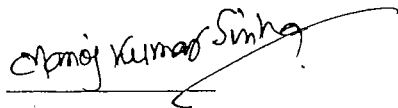
- a) make budgetary provision for such travel and related matters in consultation with the Finance Committee;
- b) that a sum of Rs. 1,50,000/- may be kept for an International travel claim and Rs. 1,00,000/- for Domestic travel claim;
- c) claims are to be reimbursed/supported by Grant from WBNUJS within a fiscal year for which Duty Leave must be obtained well in advance from the competent authority;
- d) a total not exceeding 5 (five) such International travels may be funded/supported where the support will be not more than 50% of the total air fare/daily allowances claimed;
- e) the University will only reimburse Economy Class direct fare;
- f) all claims are to be made beginning 1st April of a year and will close on 31st December of the same year;
- g) such claims for grant support will be supported by rotation among all the faculty members such that grant is available once in every three years for claimants;

University will fund faculty invited to make paper presentation within India as follows:

- a) The Registrar, Professor(s) and Associate Professor(s) will be entitled to air fare subject to the approval of the Vice-Chancellor;
- b) Assistant Professor(s) will be provided one full air fare and one 2 AC Railway fare;
- c) Professor(s) and Associate Professor(s) will be provided funds for 2 (two) trips as noted above;

None of the above guidelines will be applicable for travel related to official business as authorized by the competent authorities.

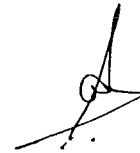
For Domestic travel, Daily Allowances wherever applicable will be paid according to UGC Rules.



Prof. M. K. Sinha



Prof. S. Basheer



Dr. Surajit C Mukhopadhyay