MEMO

The undersigned is directed to convey that on the recommendation of the Finance Committee at its 125th meeting held on 08.12.2020, the Board of Governors at its 199th meeting held on 08.12.2020 recorded with approval the following:

1. Special cash package equivalent in lieu of Leave Travel Concession Fare for Central Government Employees.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Joint Registrar (Finance and Accounts)
2. Deputy Registrar (Accounts)
3. Deputy Registrar (Establishment)
4. Assistant Registrar (Establishment)
5. Assistant Registrar (Audit)

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-4 & FC:125-5
The undersigned is directed to convey that on the recommendation of the Finance Committee at its 125th meeting held on 08.12.2020, the Board of Governors at its 199th meeting held on 08.12.2020 recorded with approval the Reporting Matters C.1.01 to C.1.02. Further, the Board directed that contractual security personnel intend to avail Institute medical facility will have to deposit their ECHS Cards to the Institute authority otherwise Institute medical facility will not be extended to them. Details are given in the Annex.

This is for information and necessary action please.

Encl: As stated

Registrar & Secretary, BOG

To

1. Joint Registrar (Finance and Accounts)
2. Deputy Registrar (Accounts)
3. Deputy Registrar (Establishment)
4. Assistant Registrar (Establishment)
5. Assistant Registrar (Audit)

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-4 & FC:125-7
The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 approved the First year UG curriculum to implement for the students admitted in the academic year 2020-21. Details are given in the Annex.

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To
1. All Deans
2. All Heads of the Department/Centre/School/ Academy
3. Joint Registrar (Academic)

Copy to:
1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-5
The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 nominated Smt. Sudha N. Murty and Prof. Rintu Banerjee for the Advisory Council of the Vinod Gupta School of Management for the period of three years with effect from taking over of acceptance of the incumbents.

This is for information and necessary action please.

Registrar & Secretary, BOG

To

1. Registrar
2. Dean, Vinod Gupta School of Management
3. Assistant Registrar (Establishment-I)

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-7
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 nominated Smt. Arundhati Bhattacharya and Prof. N. Balakrishnan for the Advisory Council of the Rajiv Gandhi School of Intellectual Property Law for the period of three years with effect from taking over acceptance of the incumbents.

This is for information and necessary action please,

Registrar &
Secretary, BOG

To

1. Registrar
2. Dean, Rajiv Gandhi School of Intellectual Property Law
3. Assistant Registrar (Establishment-I)

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-8
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 approved the proposal on the review of the Cadre Structure as well as the sanctioned strength for Non-Teaching employees of Group A, B, C categories of the Institute. Details are given in the Annex.

This is for information and necessary action please.

Encl: As stated

Registrar & Secretary, BOG

To

1. Deputy Director
2. Registrar
3. Deputy Registrar (Establishment-III)

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-9
New Delhi, dated the 8th May, 2008

All the Centrally funded Technical Institutes

Subject: Checklist for processing cases relating to creation of posts.

The undersigned is directed to say that there is presently a ban on creation of new posts till further orders. Accordingly, all proposals for creation of posts require the approval of Ministry of Finance. However, powers for creation of Faculty and Non-Faculty posts in the centrally funded technical, management and scientific academic institutions like IITs, IIITs, IISc., NITs, IISERs, IIMs, NITIE, SPA, ISM, NITTR etc. have since been delegated to this Ministry subject to certain approved norms.

2. These norms, insofar as they relate creation of Faculty Posts specify:

   (a) a Faculty/Student ratio of 1:10 for IITs, IIIMs, IISc, IISERs, NITIE, with flexible cadre structure

   (b) Faculty/Student ratio of 1:10 for SPAs with inter-se faculty ratio of 1:2:4 (Professors:Readers:Lecturers) and

   (c) Faculty/Student ratio of 1:12 for NITs, ISM, IIITs and other centrally funded technical institutions with inter-se faculty ratio of 1:2:4.

3. In respect of Non-Faculty posts, the norms specify a Faculty/Non-Faculty ratio of 1:1.1 for all institutions.

4. It has been observed that proposals received in this Ministry from various Institutions for creation of posts under the delegated powers very often are not accompanied by the required information which give rise to back references and delays.

5. To obviate such a situation, a comprehensive checklist has been devised taking into account the latest extant orders on the subject. It is requested that all proposals for creation of posts may be
accompanied by information as sought for in the checklist (copy enclosed). The proposals may also invariably contain the approval of the Finance Committee / Governing Board.

6. This issues with the approval of FA(HRD).

(S. Mohan)
Director (Finance)
Tele: 23389247

Copy to:
1. JS(T)
2. JS(HE) in continuation of JS & FA’s noted dated 7-5-2008 for appropriate action in respect of central universities.
3. All Divisional Heads (Tech.). The above may be followed in respect of proposals involving creation of posts for newly created institutions also.
2. Sr. PPS to Secretary (HE)
3. PS to FA (HRD)
4. IFD
Check-list of information / details to be furnished with cases for creation of posts

The Post
1. Name and designation of the post
2. Pay scale of the post
3. Teaching/Scientific/technical or administrative nature of the post
4. Functional justification (for each of the category separately)
5. How were the functions of the post being managed in the absence of its creation
6. Duties and responsibilities of the post (job description for each position)
7. Financial implications for creation of the post

The Organisation
1. Detailed sanctioned strength (category-wise) with pay scales
2. Detailed actual strength (category-wise)
3. Details of vacancies date-wise
4. Details of posts abolished in the last five years under various categories like (a) deemed abolition (b) 10% cut (c) SIU/WSU study (d) ERC recommendations (e) DOPT OM dated 16-5-2001 on optimization of direct recruitment to civilian posts and (f) any other reasons such as periodic reviews, winding up etc.
5. Possibilities of in-deployment / outsourcing / hiring out of services.
6. Matching savings (with specific posts, which are to be surrendered)
7. Additional information, specific to this proposal, if any
8. Total number of student strength – approved and actual intake course-wise (proposed student strength and intake during next 3 years, if available)
9. Approval and actual recommendations of FC/Board.
Recommendation of the Committee to review the Cadre Structure as well as the sanctioned strength for Non - Teaching employees of Group A, B and C category

A committee was constituted by the Director to review the cadre structure as well as the sanctioned strength in each cadre for Non - Teaching employees of Group A, B and C category. The constitution of Committee is as under:

1. Prof. S.K.Bhattacharyya, Deputy Director - Chairman
2. Prof. B.N.Singh, Dean, HR & Registrar - Member
3. Prof. Biswajit Mahanty, Department of ISE - Member
4. Prof. Suman Chakraborty, Dean (SRIC) - Member
5. Shri Pratap C Das, Deputy Registrar (E-III) - Convenor

The Committee met on 26.08.2020 and went through the existing cadre structure as well as Recruitment & Promotion Rules (R&PR) for non - teaching employees of the Institute as approved by Board of Governors, IIT Kharagpur from time to time.

The Board of Governors, IIT Kharagpur at its 182nd meeting held on 03.06.2016 approved the revised cadre structure for non - teaching staff as per the student & staff ratio 10:1.1 as conveyed vide Order No. MS/B-1 (182)/2016/2804 dated 02.08.2016. According to the MHRD guidelines conveyed vide its Letter No. 23-3/08-IFD dated 08.05.2008 the ratio of sanctioned students to non-teaching staff shall be maintained at 10:1:1. Keeping this order in view, the dynamic sanctioned strength of non-teaching staff was calculated as 1232 based on the total number of student strength of 11200 as on 01.09.2015.

Subsequently, BoG at its 184th meeting held on 19.12.2016 and 186th meeting held on 24.06.2017 approved the Recruitment & Promotion Rules (R&PR) for Group – A as well as Group B, C and erstwhile D posts.

The existing cadre structure projected an incremental growth in the number of staff which commensurate the increasing number of students as per the predefined ratio of MHRD. Thus, the number of student was estimated to be 13600 as on 01.09.2020 and the non-teaching staff as 1496.

Considering the present student strength of 13000 (approx.) as on 1.9.2020 the dynamic sanctioned strength of the non-teaching staff to be increased to 1430 maintaining the MHRD ratio of students & staff as 10:1:1.

Present cadre wise Non-Teaching Staff Strength (Group A, B, C and erstwhile Group D) according to sanctioned strength is Annexed at (Annex-I).

In order to distribute the non-teaching staff members into different category it was decided that the total strength of Group A non-teaching staff in administration, technical, sports, library etc. should be 12.5% and the remaining 87.5% be divided equally into technical and non-technical posts. Thus the total sanctioned posts in Group A cadre was kept 154 including Technical, Ministerial, Medical, Library, Sports & others. Rest 1078 (1232-154) number of posts were distributed in Group B, C & erstwhile Group D cadres. There is a need of more technical manpower due to formation of new Centres of Excellence, Research facilities, Laboratories day by day. It is necessary to increase the ratio of manpower in technical posts.
The committee felt that the additional posts so created due to increase of students strength may be distributed as per ratio of 60:40 into technical and non-technical posts.

While considering the review of cadre structure as per the functional requirement of each cadre after detailed deliberations the committee observed the following:

1. As per the GoI guidelines, the policy of recruitment in Group D cadre has been done away with. The earlier committee was of the notion that the existing staff members of Group D cadre which comprised of 15% of the non-technical staff would be phased out gradually in the manner of superannuation and promotion to the higher post and the services of these people will be managed by engaging people from outside through outsource mode. However, it was felt that as per requirement some Multi Tasking staff especially in technical cadres having ITI qualifications or equivalent may be recruited.

2. With the appearance of Out sourced Pharmacy at BCRT Hospital, the post of Pharmacist has lost its significance in the institute. Similarly, post like Sanitary Inspector etc. should be rubbed out from the cadre structure as the responsibility of cleaning and sanitation has been shouldered by the outsourced manpower.

3. Assuming the upliftment from the lower post, the earlier committee proposed creation of few floating posts in the same cadre like Assistant Caretaker, Hindi Officer etc. in the manner that the lower posts will be exhausted as soon as the incumbents rise to the next ladder and no future recruitment will take place for these posts. So, these posts need no longer be existed.

4. Due to creation of Centre of Excellence, Research Facilities, Laboratories the committee felt to introduce a new cadre of Junior Technical Officer in Group B Cadre with academic qualification of B. Tech in the relevant disciplines/M. Sc in Physics and Mathematics with atleast one year relevant experience to manage and run the very costly/sophisticated equipment of the laboratories/workshops and also a promotional ladder.

5. Several Schools/Centres/Units are coming up day by day as policy of the institute to disseminate knowledge among the students in diverse fields. As such, the committee is in favour of recruiting some more Ministerial staff in the entry level post as Junior Assistant.

6. The committee felt the necessity of making provision of promotional path for the cadre of Medical Laboratory Technician (Radiology/Pathology/Physiotherapy).

7. In the initially formatted cadre structure there was no place of Technical Officer in Group A. Subsequently a cadre of Technical Officer/Senior Technical Officer Gr - II/Senior Technical Officer Gr. - I was created by reducing some posts of other cadre with similar pay level/grade pay. The committee felt to increase the number of posts in Technical Officer cadrein Group A to manage and run the very costly/sophisticated high end equipment of the laboratories/workshops of various departments/Centres/Centres of Excellence, Research facilities.

8. The committee decided to restore the exact number of various posts which were reduced from time to time due to creation of some new posts owing to functional requirement. The posts which were originally sanctioned need to be restored as indicated below:
<table>
<thead>
<tr>
<th>Posts reduced</th>
<th>Pay Level</th>
<th>Post Created</th>
<th>Pay Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Registrar (2 posts)</td>
<td>Pay Level-10</td>
<td>Technical Officer (04 Posts)</td>
<td>Pay Level-10</td>
</tr>
<tr>
<td>Software/System/Network engineer (02 Posts)</td>
<td>Pay Level-10</td>
<td>Senior Technical Officer Grade-II (02 posts)</td>
<td>Pay Level-11</td>
</tr>
<tr>
<td>Senior Executive Officer Grade-II (01 Post)</td>
<td>Pay Level-11</td>
<td>Senior Technical Officer Grade-I (01 posts)</td>
<td>Pay Level-12</td>
</tr>
<tr>
<td>Senior Medical Officer Grade-II (01 Post)</td>
<td>Pay Level-12</td>
<td>Senior Technical Officer Grade-I (01 posts)</td>
<td>Pay Level-12</td>
</tr>
</tbody>
</table>

9. Six (6) posts of Administrative Officer on contractual term within the sanctioned strength of Group A was created for providing administrative support to the larger departments. The committee felt to transform their status into permanent nature and making provision for their promotional avenues.

10. The unique scheme of DACP (Dynamic Assured Career Progression) governed by the Ministry of Health & Family Welfare for Medical Practitioners is in operation in the institute. As it is a well-defined, popular scheme having ample scope of career advancement, the need of augmenting the number of Medical Officer in the higher level need not be insisted. The number may be increased at the entry level only.

Keeping in view the above, the committee proposed a revised cadre structure as well as the sanction strength incorporating the newly created posts along with the promotional hierarchy of that cadres. Out of 198 (1430-1232) number of posts which is increased due to increasing students strength may be distributed in various cadres in Group A, B & C as per appropriate proportion after adjustment of the newly created posts. Thereafter, the additional posts so created due to increase of students strength may be distributed as per ratio of 60:40 into technical and non-technical posts without disturbing the earlier sanctioned as approved by BoG.

Accordingly, the Committee proposed revised cadre structure as well revised sanctioned strength in each cadre for non-teaching employees in Group A, B & C cadre as Annexed.

It is also necessary to frame the Recruitment & Promotion Rules (R&PR) for the newly created cadres. The committee also proposed the Recruitment & Promotion Rules (R&PR) for the following posts keeping in view the existing rules for such equivalent posts as Annexed –III.

1. Senior Medical Laboratory Technician Gr. II
2. Senior Medical Laboratory Technician Gr.I
3. Senior Medical Laboratory Technician (SG)
4. Junior Technical Officer
5. Assistant Technical Officer
6. Revision of Recruitment Rules for the posts of Network Engineer (VC) and Senior Network Engineer (VC)

The recommendation of the Committee is placed before the Director for kind consideration.

(S. K. Bhattacharyya) (B. N. Singh)

(B. Mahanty) (Suman Chakraborty) (Pratap C Das)

187
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation</th>
<th>Pay Matrix</th>
<th>Pay Level</th>
<th>Present Sanctioned</th>
<th>Proposed Sanctioned</th>
<th>Post Increased</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registrar</td>
<td>144200-218200</td>
<td>14</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Deputy Registrar</td>
<td>78800-209200</td>
<td>12</td>
<td>10</td>
<td>10</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assistant Registrar</td>
<td>56100-177500</td>
<td>10</td>
<td>16</td>
<td>18</td>
<td>2</td>
<td>Restored</td>
</tr>
<tr>
<td>4</td>
<td>Librarian</td>
<td>144200-218200</td>
<td>14</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Deputy Librarian</td>
<td>78800-209200</td>
<td>12</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Assistant Librarian</td>
<td>67700-208700</td>
<td>11</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Chief Engineer</td>
<td>144200-218200</td>
<td>14</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Superintending Engineer (Civil)</td>
<td>123100-215900</td>
<td>13</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Superintending Engineer (Electrical/Mechanical)</td>
<td>123100-215900</td>
<td>13</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Senior Executive Engineer (Civil/Electrical/Tel/</td>
<td>78800-209200</td>
<td>12</td>
<td>4</td>
<td>6</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RAC/WW/SS/CWISS/HORTY/ Senior Architect(SG)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Executive Engineer (Civil/Electrical/Tel/</td>
<td>67700-208700</td>
<td>11</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>RAC/WW/SS/CWISS/Horty/ Senior Architect</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Engineer(Civil/Electrical/Tel/RAC/WW/ SS/CWISS/Horty/ Architect)</td>
<td>56100-177500</td>
<td>10</td>
<td>15</td>
<td>16</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Chief System Manager</td>
<td>144200-218200</td>
<td>14</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Deputy Chief System Manager</td>
<td>139600-211300</td>
<td>13A2</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Principal Software/ System/ Network Engineer</td>
<td>123100-215900</td>
<td>13</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Senior Software/ System/ Network Engineer (Grade-I)</td>
<td>78800-209200</td>
<td>12</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Senior Software/ System/ Network Engineer (Grade-II)</td>
<td>67700-208700</td>
<td>11</td>
<td>8</td>
<td>9</td>
<td>1</td>
<td>1 post created for Sr. Network Engineer (VC)</td>
</tr>
<tr>
<td>18</td>
<td>Software/ System/ Network Engineer</td>
<td>56100-177500</td>
<td>10</td>
<td>14</td>
<td>16</td>
<td>2</td>
<td>Restored</td>
</tr>
<tr>
<td>19</td>
<td>Principal Medical Officer</td>
<td>131100-216600</td>
<td>13A</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Senior Medical Officer Grade-I</td>
<td>78800-209200</td>
<td>12</td>
<td>2</td>
<td>1</td>
<td>-1</td>
<td>1 Decreased</td>
</tr>
<tr>
<td>21</td>
<td>Senior Medical Officer Grade-II</td>
<td>67700-208700</td>
<td>11</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>1 Restored, 1 Proposed</td>
</tr>
<tr>
<td>22</td>
<td>Medical Officer</td>
<td>56100-177500</td>
<td>10</td>
<td>7</td>
<td>9</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>Senior Sports Officer</td>
<td>67700-208700</td>
<td>11</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Sports Officer</td>
<td>67700-208700</td>
<td>11</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Senior Counsellor Grade-I</td>
<td>78800-209200</td>
<td>12</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Senior Counsellor Grade-II</td>
<td>67700-208700</td>
<td>11</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
### REVISED CADRE STRUCTURE FOR NON-TEACHING GROUP "A" POSITIONS

<table>
<thead>
<tr>
<th>SL.</th>
<th>Designation</th>
<th>Pay Matrix</th>
<th>Pay Level</th>
<th>Present Sanctioned</th>
<th>Proposed Sanctioned</th>
<th>Post Increased</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Counsellor</td>
<td>56100-177500</td>
<td>10</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Senior Executive Officer Grade-I</td>
<td>78800-209200</td>
<td>12</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Senior Executive Officer Grade-II</td>
<td>67700-208700</td>
<td>11</td>
<td>1</td>
<td>-2</td>
<td>1</td>
<td>Restored</td>
</tr>
<tr>
<td>30</td>
<td>Executive Officer</td>
<td>56100-177500</td>
<td>10</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Senior Law Officer Grade-I</td>
<td>78800-209200</td>
<td>12</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>Restored</td>
</tr>
<tr>
<td>32</td>
<td>Senior Law Officer Grade-II</td>
<td>67700-208700</td>
<td>11</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>Law Officer</td>
<td>56100-177500</td>
<td>10</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Senior Security Officer</td>
<td>67700-208700</td>
<td>11</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Security Officer</td>
<td>56100-177500</td>
<td>10</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Senior Technical Officer Grade-I</td>
<td>78800-209200</td>
<td>12</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Senior Technical Officer Grade-II</td>
<td>67700-208700</td>
<td>11</td>
<td>2</td>
<td>4</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Technical Officer</td>
<td>56100-177500</td>
<td>10</td>
<td>4</td>
<td>12</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Senior Hindi Officer Grade-II</td>
<td>67700-208700</td>
<td>11</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>40</td>
<td>Hindi Officer</td>
<td>56100-177500</td>
<td>10</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Administrative Officer</td>
<td>56100-177500</td>
<td>10</td>
<td>6</td>
<td>6</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Senior Scientific Officer</td>
<td>131400-204700</td>
<td>13A1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Deputy Chief Counsellor</td>
<td>123100-215900</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Deputy Chief Executive Officer</td>
<td>123100-215900</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Deputy Chief Law Officer</td>
<td>123100-215900</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Deputy Chief Security Officer</td>
<td>123100-215900</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Senior Security Officer Grade-I</td>
<td>78800-209200</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Senior Security Officer Grade-II</td>
<td>67700-208700</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Deputy Chief Technical Officer</td>
<td>123100-215900</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Deputy Chief Hindi Officer</td>
<td>123100-215900</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Senior Hindi Officer Grade-I</td>
<td>78800-209200</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** | 154 | 178 | 24

**Posts increased = 24** (Technical = 16, Ministerial = 08)
### REVISED CADRE STRUCTURE FOR NON-TEACHING GROUP "B" AND "C" POSITIONS

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Posts</th>
<th>Category</th>
<th>Pay Matrix</th>
<th>Pay Level</th>
<th>Present Sanctioned</th>
<th>Proposed Sanctioned</th>
<th>Posts increased</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(a)</td>
<td>(b)</td>
<td>(c) 1700-69100</td>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
<td>(g)</td>
</tr>
<tr>
<td>1</td>
<td>Junior Assistant</td>
<td>C</td>
<td>21700-69100</td>
<td>Level-3</td>
<td>65</td>
<td>90</td>
<td>25</td>
</tr>
<tr>
<td>2</td>
<td>Senior Assistant</td>
<td>C</td>
<td>29200-92300</td>
<td>Level-5</td>
<td>36</td>
<td>40</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Junior Executive</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>140</td>
<td>155</td>
<td>15</td>
</tr>
<tr>
<td>4</td>
<td>Executive</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>60</td>
<td>68</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>Senior Executive</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>30</td>
<td>35</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Senior Executive Grade - I</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>4</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>Junior Technician/Junior Laboratory Assistant</td>
<td>C</td>
<td>21700-69100</td>
<td>Level-3</td>
<td>140</td>
<td>155</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Senior Technician/Junior Laboratory Assistant</td>
<td>C</td>
<td>29200-92300</td>
<td>Level-5</td>
<td>61</td>
<td>65</td>
<td>4</td>
</tr>
<tr>
<td>9</td>
<td>Junior Technical Superintendent</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>102</td>
<td>115</td>
<td>13</td>
</tr>
<tr>
<td>10</td>
<td>Technical Superintendent</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>62</td>
<td>68</td>
<td>6</td>
</tr>
<tr>
<td>11</td>
<td>Senior Technical Superintendent</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>30</td>
<td>38</td>
<td>8</td>
</tr>
<tr>
<td>12</td>
<td>Senior Technical Superintendent Grade - I (Technical Officer)</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>8</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>13</td>
<td>Junior Accounts Officer</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>10</td>
<td>12</td>
<td>2</td>
</tr>
<tr>
<td>14</td>
<td>Accounts Officer</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>5</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Senior Accounts Officer</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Senior Accounts Officer Grade - I</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>17</td>
<td>Driver Grade - II</td>
<td>C</td>
<td>21700-69100</td>
<td>Level-3</td>
<td>9</td>
<td>12</td>
<td>3</td>
</tr>
<tr>
<td>18</td>
<td>Driver Grade - I (Senior Driver)</td>
<td>C</td>
<td>29200-92300</td>
<td>Level-5</td>
<td>5</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>19</td>
<td>Senior Driver (Senior Driver Grade - II)</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>3</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>20</td>
<td>Senior Driver Grade - I</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>21</td>
<td>Senior Driver Grade - I (SG)</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Junior Engineer / Junior Architect</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>30</td>
<td>35</td>
<td>5</td>
</tr>
<tr>
<td>23</td>
<td>Assistant Engineer / Assistant Architect</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>10</td>
<td>18</td>
<td>8</td>
</tr>
<tr>
<td>24</td>
<td>Senior Assistant Engineer / Senior Assistant Architect</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>6</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>25</td>
<td>Senior Assistant Engineer Gr - I/ Senior Assistant Architect Grade - I</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>3</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>26</td>
<td>Senior Library Information Assistant</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>9</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>27</td>
<td>Assistant Library Information Officer</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Library Information Officer</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Senior Library Information Officer</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Physical Training Instructor</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-8</td>
<td>12</td>
<td>14</td>
<td>2</td>
</tr>
</tbody>
</table>

190
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Posts</th>
<th>Category</th>
<th>Pay Matrix</th>
<th>Pay Level</th>
<th>Present Sanctioned</th>
<th>Proposed Sanctioned</th>
<th>Posts Increased</th>
</tr>
</thead>
<tbody>
<tr>
<td>31</td>
<td>Physical Training Instructor Grade - I</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>5</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>32</td>
<td>Senior Physical Training Instructor</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>33</td>
<td>Physical Training Officer</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Staff Nurse</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>15</td>
<td>20</td>
<td>5</td>
</tr>
<tr>
<td>35</td>
<td>Senior Staff Nurse</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>6</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>36</td>
<td>Assistant Matron</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>3</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>37</td>
<td>Matron</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>1</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>38</td>
<td>Security Inspector</td>
<td>C</td>
<td>21700-69100</td>
<td>Level-3</td>
<td>8</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>39</td>
<td>Senior Security Inspector</td>
<td>C</td>
<td>29200-92300</td>
<td>Level-5</td>
<td>4</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>40</td>
<td>Assistant Security Officer Grade - II</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>7</td>
<td>9</td>
<td>2</td>
</tr>
<tr>
<td>41</td>
<td>Assistant Security Officer Grade - I</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Deputy Security Officer Grade - II</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>43</td>
<td>Deputy Security Officer Grade - I</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Multi Tasking Staff (MTS)</td>
<td>C</td>
<td>18000-56900</td>
<td>Level-1</td>
<td>162</td>
<td>162</td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Supervisor</td>
<td>C</td>
<td>29200-92300</td>
<td>Level-5</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Assistant Caretaker</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47</td>
<td>Caretaker</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Caretaker Grade-I</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>49</td>
<td>Senior Caretaker</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Medical Laboratory Technician (Pathology/Radiology/Physiotherapy)</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>6</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>51</td>
<td>Medical Laboratory Technician Grade-II (Pathology/Radiology/Physiotherapy)</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Medical Laboratory Technician Grade-I (Pathology/Radiology/Physiotherapy)</td>
<td>B</td>
<td>47600-151100</td>
<td>Level-8</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>53</td>
<td>Senior Medical Laboratory Technician (SG) (Pathology/Radiology/Physiotherapy)</td>
<td>B</td>
<td>53100-167800</td>
<td>Level-9</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>54</td>
<td>Junior Technical Officer</td>
<td>B</td>
<td>35400-112400</td>
<td>Level-6</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>55</td>
<td>Assistant Technical Officer</td>
<td>B</td>
<td>44900-142400</td>
<td>Level-7</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1078</strong></td>
<td></td>
<td><strong>1252</strong></td>
<td><strong>174</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Posts increased: 174 (Technical = 104, Ministerial = 70)
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 approved the proposal of Setting up a Centre of Excellence for Indian Knowledge System (IKS) at IIT Kharagpur. However, Board directed to prepare a comprehensive and substantive project report (DPR) before initiation of fund raising process to make the centre self-sustainable financially. The Board also advised that the centre should create something unique commensurate with Technology level of IIT Kharagpur. The Board appreciated the presentation made by Prof. Joy Sen and Prof Somesh Kumar. Details are given in the Annex.

This is for information and necessary action please.

Encl: As stated

Registrar & Secretary, BOG

To
The Director

Copy to:
1. All Deans
2. All Heads of the Department/Centre/School/ Academy
3. Secretary to Director
4. Secretary, Deputy Director’s Office
5. Secretary, Registrar’s Office
6. Web Notice Board
BoG: 199-10
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 approved the Annual Report for the year 2019-2020 and the Annual Accounts for the year 2019 – 2020 to place before C & AG for their certification and for placing Annual Report and Annual Accounts for 2019 - 2020 before the both the Houses of Parliament.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To

1. Registrar
2. Deputy Registrar (Accounts)
3. Joint Registrar (Finance & Accounts)
4. Assistant Registrar (Audit)

Copy to:

1. Deputy Registrar (E-III)
2. Deputy Registrar (E-II)
3. Assistant Registrar (E-I)
4. Secretary to Director
5. Secretary, Deputy Director’s Office
6. Secretary, Registrar’s Office
7. Web Notice Board
BoG: 199-14
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 noted the following reporting matters:

i. 66th Annual Convocation of the Institute:
iii. Holiday List 2021

Details are given in the Annex.

This is for information and necessary action please.

Encl: As stated

Registrar &
Secretary, BOG

To

1. All Deans
2. All Heads of the Department/Centre/School/Academy
3. Prof. V R Desai, Professor-in-Charge, 66th Convocation
4. Joint Registrar (Academic)
5. Assistant Registrar, (Establishment-I)

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-15
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 approved the change of name of newly built Hospital in the Institute as “Dr. Syama Prasad Mookerjee Institute of Medical Sciences & Research”, instead of “Dr. B C Roy Institute of Medical Sciences & Research”.

This is for information and necessary action please.

Registrar & Secretary, BOG

To

1. Director
2. Deputy Director

Copy to:

1. All Deans
2. All Heads of the Department/Centre/School
3. Secretary to Director
4. Secretary, Deputy Director’s Office
5. Secretary, Registrar’s Office
6. Web Notice Board

BoG: 199-13
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 noted for approval of the Memoranda of Understanding (MoU)/Agreements signed by the Institute except the Agreement mentioned in Sl. No.-1, made with Dept. of Information Technology, Electronics and Communication (IT, E&C), Govt. of Telangana ("GoTS") as detailed in the Annex.

This is for information and necessary action please.

Encl: As stated.

Registrar &
Secretary, BOG

To

1. Deputy Director
2. Dean (Alumni Affairs)
3. Dean (International Relations)

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director's Office
3. Secretary, Registrar's Office
4. Web Notice Board
BoG: 199-16
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 recorded with approval the following:

**Other Matters for Reporting:**

A. Personnel Matters  
B. Administrative Matters  
C. SRIC Matters

This is for information and necessary action please.

**Encl**: As stated.

Registrar & Secretary, BOG

**To**  
Deputy Registrar, Establishment  
Assistant Registrar, Establishment

**Copy to**:  
1. Secretary to Director  
2. Secretary, Deputy Director’s Office  
3. Secretary, Registrar’s Office  
4. Web Notice Board  
BoG: 199-18
The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 approved the campus signage through donations by private agencies. The ratio of signage and advertisement of the donor company should specify beforehand. The Board authorized the Director and Registrar to do the needful.

This is for information and necessary action please.

Registrar &
Secretary, BOG

To
1. Director
2. Registrar

Copy to:
1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board
BoG: 199-20 (Suppl.)
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 approved the introduction of Industrial Trainees from the Institute of Cost Accountants of India and the Institute of Chartered Accounts of India in Finance & Accounts Section of the Institute. The Board authorized the Director to take necessary steps in this matter.

This is for information and necessary action please.

[Signature]
Registrar &
Secretary, BOG

To

The Director

Copy to:

1. Dean (Human Resource)
2. Joint Registrar (Finance & Accounts)
3. Deputy Registrar (Accounts)
4. Secretary to Director
5. Secretary, Deputy Director’s Office
6. Secretary, Registrar’s Office
7. Web Notice Board
BoG: 199-21 (Suppl.)
MEMO

The undersigned is directed to convey that the Board of Governors at its 199th meeting held on 08.12.2020 has decided to review the following:

"The outside activities of the faculty / staff members through consultancy by a committee constituted for the purpose."

The committee will submit its report within a suitable time so that the rules of Sponsored Research and Industrial consultancy (SRIC) in totality can be placed in the next meeting of Board of Governors.

This is for information and necessary action please.

Registrar & Secretary, BOG

To

1. Director
2. Deputy Director
3. Registrar

Copy to:

1. Secretary to Director
2. Secretary, Deputy Director’s Office
3. Secretary, Registrar’s Office
4. Web Notice Board

BoG: 199-6