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## CIRCULAR

While taking the stock of the transfers and posting of Non-Teaching employees (Ministerial Staff, Secretarial Staff, Para- Medical Staff, Technical Staff, MTS etc), it was found that a large number of incumbents have been transferred against the posts which do not exist either in their existing offices or new place of posting, in accordance with the sanctioned strength/ establishment.

This practice has created numerous problems such as ensuring requisite staff in the respective Administrative Unit according to the sanctioned strength, providing substitute in right perspective, besides monitoring/tracking the employee properly.

It has been observed that a considerable number of employees are drawing salaries/ wages out of Revolving Fund, Mess Fund etc. Sometimes it is found that the person appointed against the Revolving Fund or Mess Fund is transferred some where else, where these funds do not exist at all. Such a situation puts the Administration in a very embarrassing situation.

In order to avoid further deterioration we should not lose sight and let the things pass in the name of the compassion, mercy or unwarranted pretexts.

It is a two way process to streamline functions, the employees should be sensitized towards their responsibilities on one end while the Supervisors/In-charges/Head of the Office/Departments may create conducive, healthy and cordial working environment on the other. Accordingly, taking into accounts the over all situation, the Vice-Chancellor has approved following criteria to be observed by all concerned.

### Criteria:

#### Step-I.

The employees having same status and attributes will be replaced with their counter parts such as permanent with permanent, temporary/ Adhoc with temporary/Adhoc, Daily Wager/ Fixed Pay Workers with Daily Wager/ Fixed Pay Worker and the incumbents on the role of Revolving Fund/ Mess Fund etc. with similar incumbents.

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