

# BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of UGC Act, 1956)

MESRA, RANCHI - 835 215 (INDIA)

Ref. No. GO/Estb/CSMS /21-22/ 9177

25 January 2022

## OFFICE ORDER

### COMMITTEE FOR SERVICE MATTERS OF NON-ACADEMIC STAFF

A Standing Committee is being hereby constituted as under:

Sl.No.	Appointment	Role	Position
1.	Prof. S. Konar BM Birla, Chair Professor		Chairman
2.	Registrar		Convener
3.	Deputy Comptroller	Advice on pay related issues	Member
4.	Assistant Registrar (AR A&AC)	Evaluation	Member
5.	Assistant Registrar (Exam)	Evaluation	Member
6.	Administrative Officer (Estb. & HR)	Evaluation, Presenter & Cadre Control Officer	Member Secretary

#### Scope of the Committee:

To Implement the Recruitment and Promotion Norms (RPN) and Career Avenue Chart for Non-Academic Staff in PB-II and below and PB-III and above.

To act as Departmental Promotion Committee (DPC) and Assured Career Progression (ACP) Committee and invite and consider the applications of Non-Academic Staff for the same and make suitable recommendations for grant of benefits of financial upgradation under DPC/ACP Schemes.

To issue notifications to invite applications (along with Medical Fitness Certificate and Confidential Report from the respective Director/Departmental Head/Section In-charge) from eligible Non-Academic Staff for consideration by the committee, in the yearly regularization and promotion cycle.

To propose the updates / modifications in the Policy for DPC / MACP / Regularization / Career Progression of Service in line with UGC and other related Government Regulatory Authorities meant for academic Institutions / Universities in the existing Institute's internal norms, policies and guidelines. The same shall be implemented with due approval of the Competent Authority / Board of Governors of the Institute.

The Committee may continue to invite HoD / In-charge of the concerned department / section as Expert / Invitee Member as per existing practice for the purpose of MACP / upgradation.

To maintain the updated record of Institute's Vacancy Chart and Progression Plan in all the categories of Non-Academic Staff and its recommendation to be put up before the Vice Chancellor for filling up the vacancies through Internal Job-Postings / Direct-Recruitment through Open-Advertisements as per the Recruitment Rules for the Non-Academic Staff.

The Committee may, if required, invite External Expert(s) from the concerned field / stream with due approval of the Vice Chancellor.

To consider applications for extension of Service of Non-Academic Staff duly forwarded by the Director / Departmental Head / Section In-charge and make recommendation in this regard.

To take up all matters of the Non-Academic Staff related to Service, Service Conditions, Service Regularization, Transfers, Pay and Allowances, Pay-Fixation etc., and make its recommendations to the Vice Chancellor.

To ensure the removal of name of the concerned employee (if any) who have crossed the age of superannuation in between duration of his / her long absence without information, i.e. no communication made in this regard to the Institute due to whatever reason may be.

To ensure the discontinuation of engagement of the concerned existing daily wages worker (if any) from the level of their concerned department / section, who have crossed the age of superannuation as of regular employees of the Institute and also against his / her absence without information more than six months from their assigned work in the Institute.

To take up other relevant matters referred by the Vice Chancellor, for consideration, from time to time.

**Tenure:** Till further orders.

**Meetings and Quorum:** The Committee shall meet as often as may be necessary but at least once in three months. The attendance of at least four members shall constitute the quorum for the meeting.

**Role of Cadre Control Officer/Member Secretary:** In addition to the above listed scope of the Committee the Member Secretary shall be responsible for:

- a. Scheduling and administration of meeting, record-keeping, and governance requirements.
- b. Making sure meetings are regularly organized and minutes recorded efficiently.
- c. Thorough communication and correspondence with all stakeholders.
- d. Minutes/Recommendations of the Committee shall be duly approved by the Competent Authority.
- e. Issue Office Orders/Notifications based on the approved recommendation.

This is issued with the approval of the Competent Authority, and it supersedes all previous orders on service regularization.

To,  
The Chairman  
All Members

  
Registrar  
Registrar  
Jirila Institute of Technology  
Mesra: Ranchi

Copy to:

1. All Dean(s) / Assoc. Dean(s) / Director (IQAC) / CoE / CoA
2. All HoD(s) / In-Charge(s), Academic Departments / Sections
3. Director(s) / In-Charge(s), BIT Off Campuses
4. Director, University Polytechnic / BIT-STEP
5. Dy. Comptroller / Dy. Finance Officer
6. Dy. Registrar(s) / AO (E&HR) / Assistant Registrar(s)
7. PS to VC
8. File